# Exhibitor Services Manual

## BizBash New York IdeaFest
## October 30, 2013
## Jacob K. Javits Convention Center
## New York, NY

Presented By

*Yesterday's Values* *Tomorrow's Vision* *Delivered Today*


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Moonachie, NJ 07074
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Metropolitan Exposition Services, Inc.

www.metro-expo.com

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METROPOLITAN exposition


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# BizBash New York IdeaFest 2013

Dear Exhibitor,

Thank you for choosing to exhibit at the 2013 BizBash New York IdeaFest held on Wednesday, October 30, 2013 at the Jacob K. Javits Convention Center in the **NORTH HALL** (Entrance on 38th & 10th Ave.).

The attached exhibitor manual will assist you in optimum planning for the show. The manual contains valuable information that allows for an easier move-in, and, more importantly, WILL SAVE YOU MONEY, if you start planning now.

**If you are not handling the arrangements for your booth, please be sure that this gets to the appropriate person in a timely manner.**

Move-in for exhibitors begins on Tuesday, October 29, 2013 at 8 a.m. and ends at 5 p.m.
The show floor will open for attendees at 10:15 a.m. on October 30, 2013 and the show ends at 5 p.m.
Breakdown prior to 5 p.m. is prohibited.

Please review the information about shipping and booth design. **Please note that freight is NOT included in the cost of your booth and you will be charged by the pound at the loading dock.** Drayage pricing can be found in the exhibitor kit. To avoid delays and receive valuable discounts on material handling, it is highly recommended to either receive a pre-weight certificate from the Metropolitan Exposition warehouse, or ship directly to the Metropolitan Exposition warehouse. **Advanced shipping assures having your freight in your booth before move-in starts, avoids show site surcharges, and saves you money**.

Rules are strictly enforced for booth food and labor at the Javits Center. If you have any questions about food, labor, electricity, or carpet order forms, covering & designing your booth, shipping options, or general rules & regulations, the answer should be in the manual. If you cannot find it, please call us directly.

We recommend that you print out the following page to keep a checklist of tasks to remember in planning your participation at the show to ensure you meet all deadlines. We look forward to seeing you at the event!

Warm Regards,

Josh Rivera
Event Manager
jrivera@bizbash.com
646-839-6829

# Exhibitor Checklist

Attention exhibitors! Please use this checklist as a guide as you prepare to exhibit at the 2013 BizBash New York IdeaFest. Dates and details are outlined on the next page.

- ○ Submit the "Acknowledgement Form" from the Exhibitor Kit to Josh Rivera via fax at 646.638.3601 or as an email attachment to jrivera@bizbash.com
- ○ Submit a Certificate of Insurance listing BizBash Media & Jacob K. Javits Center as additionally insured to Josh Rivera via fax at 646.638.3601 or via email to jrivera@bizbash.com
- ○ Register your booth staff for the show (Registration info will be sent via e-mail)
- ○ Submit catering forms for your booth by listed deadlines (Remember to adhere to sample sizes!)
- ○ Pre-ship your booth materials for advanced shipping discounts by listed deadlines
- ○ Order Electricity for your booth (Optional)
- ○ Order Carpet for your booth (Optional)
- ○ Order a Lead Retrieval system for your booth (Optional)
- ○ Order design/décor elements for your booth (Optional)
- ○ Order a monitor or additional A/V equipment for your booth (Optional)

# Acknowledgment of Receipt of Exhibitor Manual

**2013 BizBash New York IdeaFest**
**Jacob K. Javits Center (North Hall, Entrance on 38th & 10th Ave.)**
**Wednesday, October 30, 2013**

I have read and been informed about the rules, regulations and policies of the 2013 BizBash New York IdeaFest taking place at Jacob K. Javits Center on Wednesday, October 30, 2013. I have received a copy of the exhibitor manual and agree to abide by the policy guidelines regarding labor, booth set up, food and beverage service and equipment as a condition of my exhibition at the show or have passed it along to a responsible agent.

I agree to load in materials for the show per the listed load-in dates, dock locations and times and agree to have my exhibit remain intact until 5 p.m. on Wednesday, October 30, 2013. Please note that trucks and vans are not permitted to park in front of the Javits Center.

I understand that if I have questions regarding the show policies I can speak to the Event Manger, Josh Rivera, at 646-839-6829 or by e-mail at jrivera@bizbash.com

Please read the exhibitor manual carefully to ensure that you understand the rules, regulations and policies before signing this document. Please fax the signed document to 646.638.3601, Attention: Josh Rivera or by e-mail at jrivera@bizbash.com

Exhibitor Signature: _____

Exhibitor Printed Name: _____

Exhibitor Booth Number: _____

Date: _____

# Insurance Information

The "Exhibitor" shall, at its own expense, secure and maintain through the term of this contract, including move-in and move-out days, the insurance listed below. All such insurance shall be primary of any other valid and collectible insurance of the "Exhibitor" and shall be written on an occurrence basis. Claims made policies are not acceptable and do not constitute compliance with the "Exhibitor's" obligations under this paragraph.

(A) Worker's Compensation insurance;
(B) Employer's Liability insurance with limits not less than $1,000,000 each accident;
(C) Comprehensive General Liability insurance with limits not less than $1,000,000 each occurrence combined single limit for bodily injury and property damage, including coverage for personal injury, contractual, and operation of mobile equipment, products and liquor liability (if applicable);
(D) Automobile Liability insurance with limits not less than $500,000 each occurrence combined single limit for bodily injury and property damage, including coverage for owned, non-owned and hired vehicles, including loading and unloading operators. Comprehensive General Liability and Automobile Liability insurance policies shall name as additional insured the "Organizer" and the "Exhibit Facility". Copies of additional insured endorsements and primary coverage endorsements and, if requested, complete copies of policies, satisfactory to the "Organizer", shall be furnished to the "Organizer" no later than October 10, 2013. Certified copies of the Certificates of Insurance or policies shall provide that they may not be canceled without thirty (30) days advance written notice to the "Organizer".

**Please use the following addresses for your insurance policies:**

**BizBash Media**
**8 West 38th Street, 2nd floor**
**New York, NY 10018**

**Jacob K. Javits Convention Center**
**655 West 34th Street**
**New York, NY 10001**

# BizBash Events Team

**David Wilkes**
Vice President, Sales
dwilkes@bizbash.com
646.839.6840

**Richard Aaron**
President
raaron@bizbash.com
646.839.6833

**Sheryl Paladino**
Director of Tradeshows & Events
spaladino@bizbash.com
646.839.6831

**Josh Rivera**
Event Manager
jrivera@bizbash.com
646.839.6829

# Travel Information

## DIRECTIONS

BY CAR
**From the North** (Westchester, Connecticut, Massachusetts)
95 South (via the Cross-Bronx Expressway) to the George Washington Bridge. At approach to bridge, bear right to lower level. Exit at the last exit in New York–Parkway South–9A. Follow Parkway South (Henry Hudson Parkway/West Side Highway) to 42nd Street. Turn left. Go one block to 11th Avenue and turn right.

Saw Mill River Parkway/Henry Hudson Parkway/Route 9A: Follow 9A South to 42nd Street. Turn Left. Go one block to 11th Avenue and turn right.

New York State Thruway/Major Deegan Expressway/Route 87: Major Deegan Expressway to George Washington Bridge exit. Stay in right lane towards lower level. Exit at the last exit in New York–Parkway South–9A. Follow Parkway South (Henry Hudson Parkway/West Side Highway) to 42nd Street. Turn left. Go one block to 11th Avenue and turn right.

**From the South** (New Jersey, Delaware, Pennsylvania, etc.)
95 North to the New Jersey Turnpike. Exit at the Lincoln Tunnel. When exiting the tunnel, bear left. Follow signs for uptown or northbound to 42nd Street. Turn left onto 42nd Street until you reach 11th Avenue and turn left.

George Washington Bridge to Parkway South– 9A. At 42nd Street, turn left. Go one block to 11th Avenue and turn right.

**From Queens and Long Island**
Queens-Midtown Tunnel: Take Southbound or Downtown exit to 34th Street and turn right. Go west and turn right on 11th Avenue.

Queensboro/59th Street Bridge: Take 60/61st Street Exit. Go to 5th Avenue alongside Central Park to 59th Street. Turn right onto 59th Street to 7th Avenue and turn left. Go two blocks to 57th Street and turn right. Follow 57th Street to 11th Avenue and turn left. The Center is between 34th and 38th streets.

**From Staten Island**
Verrazano-Narrows Bridge eastbound to the Gowanus Expressway, to the Brooklyn Battery Tunnel. Exit westbound to the West Side Highway/12th Avenue. At 34th Street, turn right. Go one block to 11th Avenue and take a left.

BY TRUCK
Trucks higher than 12 ft. 6 in. will not clear tunnels. They must use a bridge. Also remember that no trucks are allowed on parkways.

**From North**
95 South (via the Cross Bronx-Expressway): Exit at Amsterdam Avenue and cross the University Avenue Bridge to 181st Street. Turn left onto Broadway. (see Street Directions below)

87 South (via the Major Deegan Expressway): Exit at 155th Street/Macombs Dam Bridge. Continue west on 155th Street to Broadway where you turn left. (see Street Directions below)

Triborough Bridge: To Manhattan. Exit at 125th Street. Go west to Broadway and turn left. (see Street Directions below)

Street Directions: Continue on Broadway to the intersection of Broadway, West 65th Street and Columbus Avenue. Bear right onto Columbus. This becomes 9th Avenue at 59th Street. Stay on 9th Avenue to 34th Street. Follow westbound signs to 11th Avenue.

**12' 6" and under:**
From Long Island–Route 495 (Long Island Expressway): To Queens Midtown Tunnel. Take southbound or downtown exit to 34th Street and turn right. Follow westbound signs to 11th Avenue.

**From Staten Island and Brooklyn:**

From the Verrazanno Narrows Bridge, take the Gowanus Expressway to the Brooklyn Battery Tunnel. Follow westbound signs to 11th Avenue.

**Over 12' 6":**
Manhattan Bridge: Follow westbound signs to 11th Avenue.

**New Jersey Approach:**
See directions from George Washington Bridge.

PUBLIC TRANSPORTATION
**Buses**
M34:
Runs east/west on 34th Street. Stops on 11th Avenue outside the Javits Center and at Penn Station.
M42:
Runs east/west on 42nd street. Stops directly outside the Javits Center and at Grand Central Station.

**Port Authority**
New Jersey Transit and other buses arrive at the Port Authority terminal at 42nd Street between 8th and 9th Avenues. The M42 bus will bring you from there to the Javits Center.

**Trains/Subway**
The following trains stop at 34th Street/Penn Station:

* Amtrak www.amtrak.com
* New Jersey Transit www.njtransit.com
* The Long Island Rail Road
* 8th Avenue Subway
* 7th Avenue Subway
* 6th Avenue Subway

The following trains stop at 42nd Street/Times Square (Broadway):

* 8th Avenue
* 7th Avenue
* 6th Avenue

The following trains stop at Grand Central Station at 42nd Street at Lexington

* Lexington Avenue Subway
* Metro North Railroad

For further information, call MTA Travel info: 718.330.1234 or visit www.mta.info/index.html.

**Ferry Service**
The NY Waterway operates a ferry from Weehawken, NJ. In just 4 minutes the ferry takes you across the Hudson River to 39th Street and 12th Avenue, just one block from the Javits Center. Just park at the convenient lot adjacent to the ferry terminal in Weehawken and take a ferry which leaves every 10 - 15 minutes during peak hours.

Call 1-800-53-FERRY for schedule and information or visit www.nywaterway.com.

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

BizBash New York IdeaFest
October 30, 2013
Jacob K. Javits Convention Center

Metropolitan Exposition Services, Inc. is pleased to be the official Decorator and Service Contractor for BizBash New York IdeaFest, being held October 30, 2013, at the Jacob K. Javits Convention Center.

Enclosed, you will find all the necessary information and order forms for this event. Please read and complete each form carefully and return completed forms to us as soon as possible so that we may provide you with expedient service.

***EACH 10' x 10' EXHIBIT BOOTH INCLUDES:***

- 8' High Back Wall (White)
- 3' High Side Rail (White)
- (1) 6' x 30" Draped Table (White)
- (2) Upholstered Side Chairs
- (1) Wastebasket
- (1) 7" x 44" ID Sign

*Please note that the aisles will be carpeted.*

***EVENT SCHEDULE:***

| | | | |
|---|---|---|---|
| Exhibitor Move-In: | Tuesday | October 29, 2013 | 8:00am-5:00pm |
| Show Hours | Wednesday | October 30, 2013 | 10:15am-5:00pm |
| Exhibitor Move-Out: | Wednesday | October 30, 2013 | 5:00pm-7:00pm |
| Force Freight/Clear Floor | Wednesday | October 30, 2013 | 7:00pm |

Metropolitan Exposition will begin returning empty shipping containers **at 5:00pm on October 30, 2013**; this process should take approximately **one (1)** hour. Please keep this in mind when scheduling labor and freight pick-up.

***All carriers must check-in for pick-up no later than 6:00pm on Wednesday, October 30, 2013.***

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BizBash New York IdeaFest
October 30, 2013
Jacob K. Javits Convention Center

All exhibitors are permitted to hand carry items into the front of the hall, but only falling within the rules and regulations put forth by the building and Teamsters Union Local #631.

Exhibitors may “hand carry” material. When exhibitors choose to “hand carry” material, they may not be permitted access to the loading dock/freight door areas. Hand-carried is defined as small cartons, packages or portable lap-top computers that usually weigh less than 30 lbs. Unions claim jurisdiction under all circumstances.

Exhibitors are ONLY permitted to use a light weight 2 wheel luggage cart to assist them. This is limited to one trip, holding up to 30lbs max. Multiple trips and any other equipment used can be stopped by security or union representatives working in the building.

If you are stopped coming in through the front, you most likely will be told to go to the "Cart Service" area for assistance. Union personel will assist you by bringing your material to your booth. There will be a charge per cart load which must be paid before the service is provided.(Please refer to the manual)

If you need further information or have any questions regarding these rules and regulations, please contact our exhibitor service department at 201.994.1301.

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October 30, 2013
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# Equipment NOT Permitted

2 & 4 Wheel Hand Trucks

4 Wheel Dollies

# Equipment Permitted

2 Wheel Luggage Cart

METROPOLITAN exposition
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Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

BizBash New York IdeaFest
October 30, 2013
Jacob K. Javits Convention Center

## IMPORTANT DEADLINES: Please check all order forms for additional deadlines.

| | | |
|---|---|---|
| ***FURNITURE & CARPET*** | Deadline date for advance order discount: | October 16, 2013 |
| ***FREIGHT*** | Shipments begin arriving at warehouse: | September 25, 2013 |
| | Warehouse shipments deadline | October 23, 2013 |

*Shipments will be accepted after the deadline; however, surcharges will be assessed for late delivery.*

## Advance shipping to Metropolitan Exposition Warehouse:

*This is the preferred method of shipping. This ensures timely delivery of freight directly to your booth at show site.*

BizBash New York IdeaFest
[Exhibiting Company Name]
[Booth #]
c/o Metropolitan Exposition Services, Inc.
115 Moonachie Ave
Moonachie, NJ 07074

**Advance shipments can arrive beginning on:**
September 25, 2013

**Advance shipment deadline (avoid surcharges)**
October 23, 2013

*Warehouse receiving hours are 8:00am – 4:00pm*

## Direct shipping to Jacob K. Javits Convention Center:

BizBash New York IdeaFest
[Exhibiting Company Name]
[Booth #]
c/o Metropolitan Exposition Services, Inc.
Jacob K. Javits Convention Center
655 West 34th Street
New York, NY 10001

**Shipments can arrive to show site:**
October 29, 2013 (8:00am-5:00pm)

*Do not ship any materials to Jacob K. Javits Convention Center before this time frame. Jacob K. Javits Convention Center will not accept any shipments.*

We are here to ensure that you have a pleasant and successful show. Should you have any questions or require assistance regarding Metropolitan Exposition's equipment or services, please contact our Exhibitor Services Department as follows:

| | |
|---|---|
| Phone: | 201.994.1301 |
| Fax: | 201.994.1350 |
| E-Mail: | Exhibitorservices@metro-expo.com |
| Web Site: | www.metro-expo.com |

# Payment Authorization Form

METROPOLITAN exposition
201.994.1300 (main) 201.994.1350 (fax)

METROPOLITAN exposition TRANSPORTATION
201.355.4109 (main) 201.355.4145 (fax)

METRO multimedia
201.340.2290 (main) 201.340.2108 (fax)

| | |
|---|---|
| Company: | Booth: |
| Address: | BizBash New York IdeaFest |
| | Phone: |
| Ordered by (Print): | |
| Email Address: | Fax: |

## CALCULATE ESTIMATED TOTALS

| | | | |
|---|---|---|---|
| Furnishings and Accessories Order Forms | | Signage & Graphics Order Form | |
| Executive Collection Order Form | | Labor, Hanging Sign & In-Booth Forklift Orders | |
| Standard, Custom Cut & Plush Carpet Order Form | | Material Handling & Accessible Storage Orders | |
| Rental Exhibit Booth Package & Accessories | | Other (specify) _____ | |
| | | *Total Estimate with tax to Metropolitan Exposition Services, Inc.* | |
| | | **Please initial for estimates for Metropolitan Exposition Services, Inc.** | |
| Audio Visual / In-Show Network Orders | | *Total Estimate with tax to MetroMultiMedia, Inc.* | |
| | | **Please initial for estimates for MetroMultiMedia, Inc.** | |
| Metro-Trans Estimated Charges | | *Total Estimate to Metropolitan Exposition Transportation, Inc.* | |
| | | **Please initial for estimates for Metropolitan Exposition Transportation, Inc.** | |

## PAYMENT AUTHORIZATION

**YOUR SIGNATURE ON THIS PAYMENT AUTHORIZATION FORM DENOTES ACCEPTANCE OF ALL TERMS & CONDITIONS INCLUDED ON THIS FORM AND IN YOUR SERVICE MANUAL.**

**#1 - Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., and Metropolitan Exposition Transportation Inc., will each have separate charges and invoices, as applicable. Do not combine services or payments.**
**#2 - Metropolitan Exposition Transportation Inc. requires credit card payment as the only acceptable method of payment.**
**Company Check** -Make payable to Metropolitan Exposition Services and/or MetroMultiMedia and reference **BizBash New York IdeaFest**. Mail to 115 Moonachie Ave. Moonachie, NJ 07074.
* Please Note - Return checks are subject to a $25.00 bounced check fee. **ALL CHECKS REQUIRE A CREDIT CARD BACKUP.**
**Wire Transfers** -If paying by wire transfer for Metropolitan Exposition Service or MetroMultiMedia, please include a $25.00 surcharge for bank fees. **Please call for wire transfer details.**
**Credit Card** -For your convenience, Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., or Metropolitan Exposition Transportation, Inc. will use this authorization to charge your credit card account for your advance orders, not paid by check or wire, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., or Metropolitan Exposition Transportation, Inc. charges, and any charges that Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., or Metropolitan Exposition Transportation Inc., may be obliged to pay on your behalf, including without limitation, any material handling charges and/or labor charges. Please complete the information requested below.

☐ AMEX ☐ VISA ☐ MasterCard

| | | | | | | | | | | | | | | | | EXP. DATE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Account Number | | | | | | | | | | | | | | | | |
| Security Code | | | | | Visa/MasterCard (3 Digits), Amex (4 Digits) | | | | | | | | | | | |

Cardholder Printed Name:_____

Cardholder Billing Address: _____

City/State/Zip:_____

***** The cardholder named above hereby authorizes Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., and Metropolitan Exposition Transportation Inc. to charge my credit card for the actual costs of the services estimated above and any additional service and amount including, but not limited to, labor to install or dismantle booth and or material handling. If my carrier fails to pick up my freight before the published forced freight time, I acknowledge and agree that I will incur charges from Metropolitan Exposition Transportation, Inc. If there is any intent to commit fraud, I will be held to full extent of the law.**

CARDHOLDER SIGNATURE: _____DATE: _____

**PAYMENT POLICY:** -Metropolitan Exposition Services, Inc., MetroMultiMedia, Inc. and Metropolitan Exposition Transportation, Inc., each require payment of estimated costs in full, including applicable taxes, at the time services are ordered. All services will be denied without complete payment. All adjustments to charges are to be made at show site. NO CREDITS WILL BE MADE AFTER SHOW CLOSING. Payments in check form **must** be in US Dollars from a US Bank.
**TAX EXEMPT STATUS:** -If you are exempt from paying sales tax, you must forward a certificate of exemption for the state in which the services are to be used at or prior to the time of payment. Resale certificates are not valid unless you are rebilling these charges to your customer. (All Metro Trans services are non-taxable)
**EQUIPMENT:** -You are responsible for payment on any Metropolitan Exposition Services, Inc. rental equipment within your booth.

**By signing this form you acknowledge and agree that if your order is received after the Discount Price Deadline Date you are subject to higher rates.**

# Third Party Billing Request

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

BizBash New York IdeaFest
October 30, 2013
Jacob K. Javits Convention Center

You may arrange for a third party to handle your display and be billed for services. Both companies must complete this form in its entirety and return by the deadline date. It is understood and agreed that the exhibiting company is ultimately responsible for payment of all charges. If the named third party does not pay the invoice before the last day of the show, all charges will revert to you, the exhibiting company. All invoices are due and payable upon receipt.

**Exhibiting Company**: _____

Address: _____

City, State, ZIP: _____

Phone: _____ Fax: _____

Authorized By (Print): _____ Email: _____

Credit Card Charge Authorization: ☐ AMEX ☐ VISA ☐ MasterCard EXP. DATE

| Account Number | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Security Code | | | | | Visa/Master Card (3 Digits), Amex (4 Digits) | | | | | | | | | | | | |

Cardholder Printed Name: _____

Cardholder Billing Address: _____

City/State/Zip: _____

The items checked below are to be invoiced to the Exhibiting Company:

☐ All Services ☐ I&D Labor ☐ Rental Furniture ☐ Signs ☐ Material Handling

☐ Metropolitan Exposition Transportation ☐ MetroMultiMedia ☐ Other (specify): _____

Cardholder Signature: _____

**Third Party Name**: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Authorized By (Print): _____ Email: _____

Credit Card Charge Authorization: ☐ AMEX ☐ VISA ☐ MasterCard EXP. DATE

| Account Number | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Security Code | | | | | Visa/Master Card (3 Digits), Amex (4 Digits) | | | | | | | | | | | | |

Cardholder Printed Name: _____

Cardholder Billing Address: _____

City/State/Zip: _____

The items checked below are to be invoiced to the Third Party:

☐ All Services ☐ I&D Labor ☐ Rental Furniture ☐ Signs ☐ Material Handling

☐ Metropolitan Exposition Transportation ☐ MetroMultiMedia ☐ Other (specify): _____

Cardholder Signature: _____

METROPOLITAN exposition

# Standard Furniture & Accessories

## Chairs

Upholstered Side Chair

Tall Stool

## Draped & Undraped Tables

## Pedestal Tables

Pedestal Table 30” High
Color: Black

Pedestal Table 42” High
Color: Black

## Accessories

Chrome Easel

Retractable Stanchion

Wastebasket

# Standard Furniture & Accessories Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

**PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER**

**Discount Deadline Date**
**October 16, 2013**

BizBash New York IdeaFest
October 30, 2013
Jacob K. Javits Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

| | Qty. | Description | Discount Price | Standard Price | Specify Color | Total Price |
|---|---|---|---|---|---|---|
| **CHAIRS** | | Upholstered Side Chair | $88.60 | $132.90 | **N/A** | |
| | | Tall Black Stool | $124.44 | $186.66 | **N/A** | |
| **UNDRAPED TABLES** | | 4' x 30" Undraped Table | $65.62 | $98.43 | **N/A** | |
| | | 6' x 30" Undraped Table | $77.10 | $115.65 | **N/A** | |
| | | 8' x 30" Undraped Table | $88.93 | $133.40 | **N/A** | |
| **UNDRAPED COUNTERS** | | 4' x 42" Undraped Counter | $79.80 | $119.71 | **N/A** | |
| | | 6' x 42" Undraped Counter | $91.65 | $137.47 | **N/A** | |
| | | 8' x 42" Undraped Counter | $103.48 | $155.22 | **N/A** | |
| **UNDRAPED TABLE TOP RISERS** | | 4' Wood Riser | $52.42 | $78.63 | **N/A** | |
| | | 6' Wood Riser | $66.96 | $100.44 | **N/A** | |
| **DRAPED TABLES** | ***Drape Table Colors: Black, Blue, White, Burgundy, Forest Green, Red, Gray, Teal*** | | | | | |
| | | 4' x 30" high Draped Table | $156.91 | $235.37 | | |
| | | 6' x 30" high Draped Table | $174.49 | $261.73 | | |
| | | 8' x 30" high Draped Table | $203.57 | $305.35 | | |
| | | 4th side Draped – 30" | $57.49 | $86.24 | | |
| **DRAPED COUNTERS** | ***Drape Counter Colors: Black, Blue, White, Burgundy, Forest Green, Red, Gray, Teal*** | | | | | |
| | | 4' x 42" high Draped Counter | $196.14 | $294.21 | | |
| | | 6' x 42" high Draped Counter | $223.19 | $334.78 | | |
| | | 8' x 42" high Draped Counter | $251.59 | $377.38 | | |
| | | 4th side Draped – 42" | $66.96 | $100.44 | | |
| **DRAPED TABLE TOP RISERS** | ***Draped Riser Colors: Black, Blue, White, Burgundy, Red*** | | | | | |
| | | 4' Draped Riser (select color) | $80.14 | $120.20 | | |
| | | 6' Draped Riser (select color) | $97.72 | $146.59 | | |
| **DRAPE** | ***Drape Colors: Black, Blue, White, Burgundy, Forest Green, Red, Gray, Teal*** | | | | | |
| | | 3' high Banjo Drape (4 ft. min. order) | $16.22/ft | $24.34 /ft | | |
| | | 8' high Banjo Drape (4 ft. min. order) | $19.63 /ft | $29.44 /ft | | |
| **PEDESTAL TABLES** | | 30" x 30" High Pedestal Table | $210.68 | $316.01 | **N/A** | |
| | | 30" x 42" High Pedestal Table | $210.68 | $316.01 | **N/A** | |
| **MISCELLANEOUS** | | Chrome Easel | $60.87 | $91.31 | **N/A** | |
| | | Wastebasket | $20.28 | $30.43 | **N/A** | |
| | | Retractable Stanchion | $53.76 | $80.65 | **N/A** | |
| | | Coat Tree | $47.00 | $70.50 | **N/A** | |

***If a color is not checked a default color will be chosen***

Visit the Metro Expo Online Store to place your order online! www.metro-expo.com/order

SUBTOTAL = _____ + TAX @ 8.875% = _____ = TOTAL _____

**Payment Authorization Form must accompany order.**

**Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS***

**Cancellation Policy: Items cancelled after move-in begins will result in a 50% re-stocking fee. There will be no refund for items called after installation. NO EXCEPTIONS.**

# Standard Carpet Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

**PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER**

**Discount Deadline Date**
**October 16, 2013**

BizBash New York IdeaFest
October 30, 2013
Jacob K. Javits Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

**Remember to order utilities in advance.**
**All utility lines must be installed before carpet installation.**

## STANDARD CARPET

*Price includes delivery, installation, carpet tape and removal.*

**Custom cut carpet is required for all booths longer than 30' or booths configured as an island or peninsula.**

**Multiples are not available in the same color. No exceptions.**

Colors Available - Please check desired color:

**If a color is not checked a default color will be chosen**

***These colors are approximate and serve only as an example. Your actual carpet color will vary.**

☐ Black

☐ Blue

☐ Green

☐ Gray

☐ Red

☐ Burgundy

☐ White

| Qty. | Item | Discount | Standard | Total |
|---|---|---|---|---|
| | 10' x 10' Booth Carpet | $231.30 | $346.96 | |
| | 10' x 20' Booth Carpet | $462.60 | $693.89 | |
| | 10' x 30' Booth Carpet | $693.90 | $1,040.85 | |

## PADDING & VISQUEEN

*Price includes delivery, installation, carpet tape and removal.*
**Minimum order of 100 square feet is required.**

| Qty. | Item | Discount | Standard | Total |
|---|---|---|---|---|
| | Carpet Padding - 1/2" | $1.02 sq.ft. | $1.53 sq.ft | |
| | Visqueen Plastic Covering | $0.54 sq.ft | $0.81 sq.ft. | |
| Booth Size: Length _____ ft x Width _____ ft = _____ sq.ft. | | | | |

Visit the Metro Expo Online Store to place your order online! www.metro-expo.com/order

SUBTOTAL = _____ + TAX @ 8.875% = _____ = TOTAL _____

**Payment Authorization Form must accompany order.**

**Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS***

**Cancellation Policy: Any Standard Carpet cancelled will be charged 50% after move-in begins and 100% after installation. Custom Cut Carpet orders are non-refundable 2 weeks prior to move-in.**

# Custom Cut & Plush Carpet Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

**PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER**

**Discount Deadline Date**
**October 16, 2013**

BizBash New York IdeaFest
October 30, 2013
Jacob K. Javits Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

**Remember to order utilities in advance.**
**All utility lines must be installed before carpet installation.**

## CUSTOM CUT CARPET

*Price includes delivery, installation, carpet tape, visqueen and removal.*

**Minimum order of 100 square feet is required for custom cut carpet orders.**

Colors Available - Please check desired color:
**If a color is not checked a default color will be chosen**
***These colors are approximate and serve only as an example. Your actual carpet color will vary.**

☐ Black

☐ Blue

☐ Green

☐ Gray

☐ Red

☐ Burgundy

☐ White

| Qty. | Item | Discount | Standard | Total |
|---|---|---|---|---|
| | Custom Cut Carpet | $4.39 sq.ft. | $6.59 sq.ft. | |
| Booth Size: Length _____ ft x Width _____ ft = _____ sq.ft. | | | | |
| **PADDING** | | | | |
| | Carpet Padding - 1/2” | $1.02 sq.ft. | $1.53 sq.ft | |
| Booth Size: Length _____ ft x Width _____ ft = _____ sq.ft. | | | | |

## PLUSH CUSTOM CUT CARPET (26 oz)

*Price includes delivery, installation, carpet tape, padding, visqueen and removal.*

**Minimum order of 400 square feet is required for premium cut carpet orders.**

Colors Available - Please check desired color:
*These colors are approximate and serve only as an example. Your actual carpet color will vary.

☐ Onyx

☐ Navy

☐ Boysenberry

☐ Charcoal

☐ Sword

☐ Silky Beige

| Qty. | Item | Discount | Standard | Total |
|---|---|---|---|---|
| | Custom Cut Carpet | $7.17 sq.ft. | $10.75 sq.ft. | |
| Booth Size: Length _____ ft x Width _____ ft = _____ sq.ft. | | | | |

Visit the Metro Expo Online Store to place your order online! www.metro-expo.com/order

SUBTOTAL = _____ + TAX @ 8.875% = _____ = TOTAL _____

**Payment Authorization Form must accompany order.**

**Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS***

**Cancellation Policy: Any Standard Carpet cancelled will be charged 50% after move-in begins and 100% after installation. Custom Cut Carpet orders are non-refundable 2 weeks prior to move-in.**

# Rental Exhibit 1A 10' x 10'

## Silver

*Electrical not included

**Discount $1,877.59** **Standard $2,816.39**

**Package Includes:**

- (3) White Straight Shelves
- (3) Arm Lights*
- (1) Header with Company Name
- 10' x 10' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

## Gold

*Electrical not included

**Discount $2,678.01** **Standard $4,017.01**

**Package Includes:**

- (3) White Straight Shelves
- (3) Arm Lights*
- (3) Back Wall Graphic Panels
- (1) Graphic Header
- 10' x 10' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

*Deadline for graphics is (2) weeks before the show open. Any graphics turned in late will incur a 35% rush fee*

## Platinum

*Electrical not included

**Discount $4,648.85** **Standard $6,973.28**

**Package Includes:**

- (3) White Straight Shelves
- (3) Arm Lights*
- Full Graphics or Color Panels
- (1) 42" TV with Stand & DVD Player*
- (1) 30" Black Pedestal Table
- (3) Black Designer Arm Chairs
- Choice of Metal Color (Silver Dust, Silver Vein or White)
- 10' x 10' Standard Carpet w/ Visqueen
- Installation and Dismantle Labor
- Material Handling of Exhibit

Please contact a Metropolitan Exposition Exhibit Sales Team Member for more information at exhibitsales@metro-expo.com
(p) 201-994-1303 (f) 201-994-1350

# Rental Exhibit Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

**Discount Deadline Date**
**October 16, 2013**

BizBash New York IdeaFest
October 30, 2013
Jacob K. Javits Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

## STANDARD BOOTH CARPET

□ Black

□ Blue

□ Green

□ Gray

□ Red

□ Burgundy

## STANDARD BOOTH OPTIONS

The following colors are available for panel options:

### Silver and Gold Booth Package Panel Colors

☐ White (PVC) ☐ Black (Fabric) ☐ Gray (Fabric) ☐ Wood Grain

### Platinum Booth Package Metal Panel Colors

☐ Silver Dust ☐ Silver Vein ☐ White

## HEADER IDENTIFICATION SIGN

Header will be produced on White Fascia with Black Lettering. Please indicate exactly how you would like your company name to appear.

***Must receive header logo (2) weeks before the show open. Any logo turned in later will incur a 35% rush fee***

Please contact a Metropolitan Exposition Exhibit Sales Team Member
for more information at exhibitsales@metro-expo.com
(P) 201-994-1303 (F) 201-994-1350

**Cancellation Policy: Items cancelled prior to the show will result in a 50% re-stocking fee. There will be NO REFUNDS for items cancelled at show site. NO EXCEPTIONS.**

# Rental Exhibit Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

**PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER**

**Discount Deadline Date**
**October 16, 2013**

BizBash New York IdeaFest
October 30, 2013
Jacob K. Javits Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

| | Description | Discount Price | Standard Price | Total Price |
|---|---|---|---|---|
| **1A Booth Package 10 x 10** | Silver | $1,877.59 | $2,816.39 | |
| | Gold | $2,678.01 | $4,017.01 | |
| | Platinum | $4,648.85 | $6,973.28 | |

*Deadline for graphics is (2) weeks before the show open.
Any graphics turned in late will incur a 35% rush fee

Please contact a Metropolitan Exposition Exhibit Sales Team Member
for more information at exhibitsales@metro-expo.com
(P) 201-994-1303 (F) 201-994-1350

Visit the Metro Expo Online Store to place your order online! www.metro-expo.com/order

SUBTOTAL = _____ + TAX @ 8.875% = _____ = TOTAL _____

**Payment Authorization Form must accompany order.**

**Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS***

**Cancellation Policy: Items cancelled after move-in begins will result in a 50% re-stocking fee. There will be no refund for items called after installation. NO EXCEPTIONS.**

# Rental Exhibit & Accessories Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

**PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER**

**Discount Deadline Date**
**October 16, 2013**

BizBash New York IdeaFest
October 30, 2013
Jacob K. Javits Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

## Shelves

Angled Shelf

Straight Shelf

## Track Lights

** Electrical is NOT Included in Booth Packages*

50watt Halogen Light

## Garment & Display Racks

Display Rack 6" Bracket

Garment Rack 12" Bracket

## Gondolas & Counters

Single Sided Gondola

Double Sided Gondola

1m Cabinet

2m Cabinet

Radius Counter

| Qty | Item | Discount Price | Standard Price | Total Price |
|---|---|---|---|---|
| | Straight Shelf (White) | $56.21 | $84.31 | |
| | Angled Shelf (White) | $56.21 | $84.31 | |
| | Straight Shelf (Wood) | $56.21 | $84.31 | |
| | Angled Shelf (Wood) | $56.21 | $84.31 | |
| | Track with (3) Lights * | $283.90 | $425.85 | |
| | Additional 50watt Halogen Light * | $61.90 | $92.85 | |
| | Single Sided Gondola (2 Shelves) | $333.86 | $500.79 | |
| | Double Sided Gondola (4 Shelves) | $433.28 | $649.92 | |
| | 1m Garment Rack 12" Bracket | $44.10 | $66.15 | |
| | 2m Garment Rack 12" Bracket | $88.20 | $132.30 | |
| | 3m Garment Rack 12" Bracket | $132.30 | $198.45 | |
| | 1m Display Rack 6" Bracket | $44.10 | $66.15 | |
| | 2m Display Rack 6" Bracket | $88.20 | $132.30 | |
| | 3m Display Rack 6" Bracket | $132.30 | $198.45 | |
| | 1m x 1/2m x 42" Cabinet | $369.06 | $553.60 | |
| | 2m x 1/2m x 42" Cabinet | $459.06 | $688.59 | |
| | 1m x 42" Radius Counter | $560.97 | $841.46 | |

Visit the Metro Expo Online Store to place your order online! www.metro-expo.com/order

SUBTOTAL = _____ + TAX @ 8.875% = _____ = TOTAL _____

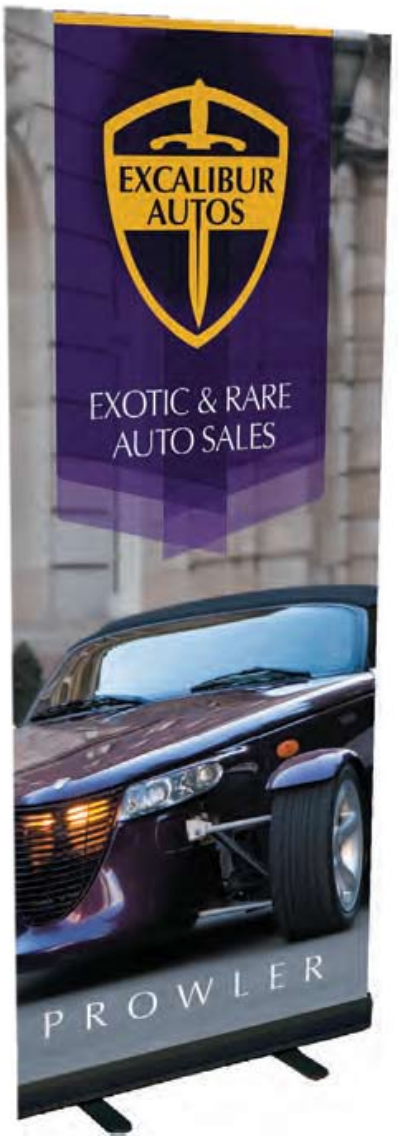
**Payment Authorization Form must accompany order.**

**Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS***

**Cancellation Policy: Items cancelled prior to the show will result in a 50% re-stocking fee. There will be NO REFUNDS for items cancelled at show site. NO EXCEPTIONS.**

# Retractable Banner Stands

ValueStand Retractable banner stands provide the ultimate in convenience and style. They are lightweight and set-up in less then a minute. The graphic comes pre-installed so the display is immediately ready to go.




## Value

**ValueStand**

- Built to fit any Budget
- Made from the highest quality components

## Replaceable Graphic

**Unlike most systems, ValueStand is designed to allow the graphic to be changed quickly and easily without tools or additional hardware.**

## Options

**Available in Single Sided/ValueStand or Double Sided/BrandStand 2**

** Base Unit Availabe in Silver or Black

*Deadline for graphics is (2) weeks before the show open. Any graphics turned in late will incur a 35% rush fee*

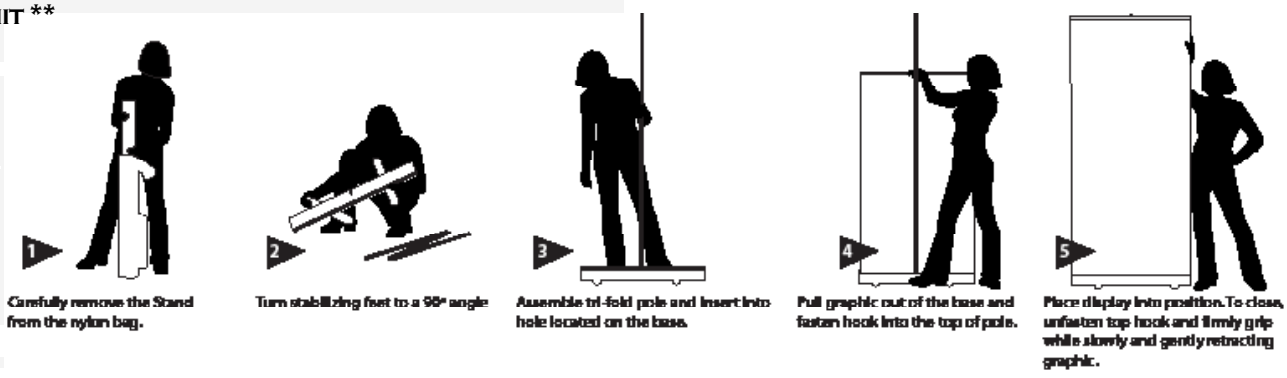
*There will be a 35% rush charge for any banner stand order that is needed in less than 5 days*

**Includes:**

Durable Nylon Carrying Bag
Collapsible Pole
Reusable Snap-Lock Profile
Rewind Tool
Base Unit **

**Art Area**

**Main Graphic 33.5"w x 79"h**




Carefully remove the Stand from the nylon bag.

Turn stabilizing feet to a 90° angle

Assemble tri-fold pole and insert into hole located on the base.

Pull graphic out of the base and fasten hook into the top of pole.

Place display into position. To close, unfasten top hook and firmly grip while slowly and gently retracting graphic.

Please contact A Metropolitan Exposition Exhibit Sales Team Member for more information at exhibitsales@metro-expo.com
(p) 201-994-1303 (f) 201-994-1350

# Banner Stand Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

**PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER**

**Discount Deadline Date**
**October 16, 2013**

BizBash New York IdeaFest
October 30, 2013
Jacob K. Javits Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

**Select Base Color (If not selected default will be silver)** ☐ Black ☐ Silver

| Qty. | Description | Discount | Standard | Total |
|---|---|---|---|---|
| | Single Sided VALUESTAND with Graphic* | $344.13 | $447.37 | |

**Banner Stands will be shipped within 5 business days from approval of art work.**

**There will be 35% rush charge for any banner stand order that is needed in less than 5 days.**

**SHIPPING & HANDLING NOT INCLUDED IN PRICE**

*** Graphics must be print ready and follow specifications noted in the Art Submission Guidelines below. If you require a graphic designer Metropolitan Exposition Services, Inc., can meet any graphic requirements you have for an additional charge.**

***We cannot guarantee timely delivery for any banner stand that is ordered in less than 5 days***

**Please contact us at 201.994.1303 if you have any questions or need additional information.**

## Art Preparation Guidelines

These guidelines aid in the efficiency of the production process and help us to produce the best quality print for you in the timeline you desire.

**Accepted file formats:** Adobe Illustrator .eps or .ai; Adobe Photoshop .psd, .tif or .eps files. Submit file in native file format. Using alternate art file formats may result in printing difficulties, undesired results, and additional art preparation charges.

- Convert all fonts to outlines and/or Rasterize any type layers in Photoshop files.
- Do not apply global effects.
- Do not embed linked files. Maintain all links and provide high resolution .tiff or eps files.
- Do not flatten transparency and other effects in your files. Transparency effects in vector design programs may experience printing difficulties and undesired results. Transparent colors are affected when underlying colors need to be adjusted. Define color as persentage of spot color when appropriate to image.
- When sending Photoshop files, include a layered PSD file.
- Save all images at the appropriate resolution at final print size. Do not rez-up low resolution files to a higher resolution.
- Final resolution should be 100dpi at full size. PMS Match = Uncoated, Color Mode = CMYK
- Provide color matching information with your art files. Specify Pantone colors or send color copy, proof, or color chip to match to.

SUBTOTAL = _____ + TAX @ 8.875% = _____ = TOTAL _____

**Payment Authorization Form must accompany order.**

**All orders are non-refundable once ordered and proccessed.**

IMPRESS CUSTOMERS WITH A HIGH IMPACT QUICK FAB™ POP-UP DISPLAY. THIS ECONOMICAL AND LIGHTWEIGHT DISPLAY HAS AN INTERCHANGEABLE FABRIC GRAPHIC THAT COLLAPSES DOWN WITH THE FRAME AND FITS WITHIN A DUFFEL SIZE BAG.

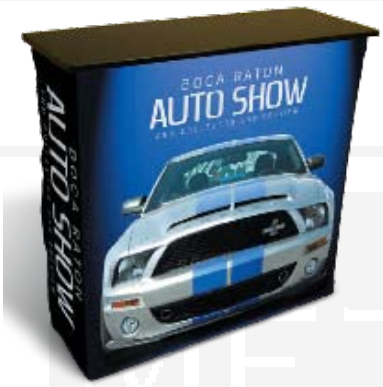
- QUICK & EASY SET-UP
- QUALITY WORKMANSHIP
- REPLACEABLE GRAPHIC
- PORTABLE
- THERE WILL BE A 35% RUSH CHARGE FOR ANY QUICK FAB ORDER THAT IS NEEDED IN LESS THAN 10 DAYS*

## Quick Fab Curve

Quick Fab Curve Size: 114" Wide x 88" High x 12" Deep
Quick Fab Flat Size: 117" Wide x 88" High x 12" Deep

## Pop-up Podium

Includes Frame, Soft Case & Graphic



## Includes:

Frame

Light Package
Two 150 Watt Lights

Hard Case with Table
27.5"w x 16"d x 38"h o.d.

## Options

Printed Case
Wrap

Backlit Kit
Only for 4' x 3' Curved

PLEASE CONTACT A METROPOLITAN EXPOSITION EXHIBIT SALES TEAM MEMBER FOR MORE INFORMATION AT EXHIBITSALES@METRO-EXPO.COM
(P) 201-994-1303 (F) 201-994-1350

# Quick Fab Order Form

METROPOLITAN exposition

115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

**PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER**

BizBash New York IdeaFest
October 30, 2013
Jacob K. Javits Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

| Qty. | Description | Standard | Total |
|---|---|---|---|
| | **Quick Fab Curve** (Includes Frame, Backwall Graphic, Hard Case, 2 Lights) | $2,530.60 | |
| | **Quick Fab Curve with Backlit Kit** (Includes Frame, Backwall Graphic, Hard Case, 2 Lights) | $3,623.00 | |
| | Quick Fab Flat | $2,631.43 | |
| | Graphic for Hard Case | $330.16 | |
| | Podium with Graphic | $506.92 | |

**Quick Fab walls will be shipped within 10 business days from approval of art work.**

**There will be 35% rush charge for any Quick Fab order that is needed in less than 10 days.**

**SHIPPING & HANDLING NOT INCLUDED IN PRICE**

*** Graphics must be print ready and follow specifications noted in the Art Submission Guidelines below.**

**If you require a graphic designer Metropolitan Exposition Services, Inc., can meet any graphic requirements you have for an additional charge.**

***We cannot guarantee timely delivery for any Quick Fab that is ordered in less than 10 days***

**Please contact us at 201.994.1303 if you have any questions or need additional information.**

## Art Preparation Guidelines

These guidelines aid in the efficiency of the production process and help us to produce the best quality print for you in the timeline you desire.

**Accepted file formats:** Adobe Illustrator .eps or .ai; Adobe Photoshop .psd, .tif or .eps files. Submit file in native file format. Using alternate art file formats may result in printing difficulties, undesired results, and additional art preparation charges.

- Convert all fonts to outlines and/or Rasterize any type layers in Photoshop files.
- Do not apply global effects.
- Do not embed linked files. Maintain all links and provide high resolution .tiff or eps files.
- Do not flatten transparency and other effects in your files. Transparency effects in vector design programs may experience printing difficulties and undesired results. Transparent colors are affected when underlying colors need to be adjusted. Define color as persentage of spot color when appropriate to image.
- When sending Photoshop files, include a layered PSD file.
- Save all images at the appropriate resolution at final print size. Do not rez-up low resolution files to a higher resolution.
- Final resolution should be 100dpi at full size. PMS Match = Uncoated, Color Mode = CMYK
- Provide color matching information with your art files. Specify Pantone colors or send color copy, proof, or color chip to match to.

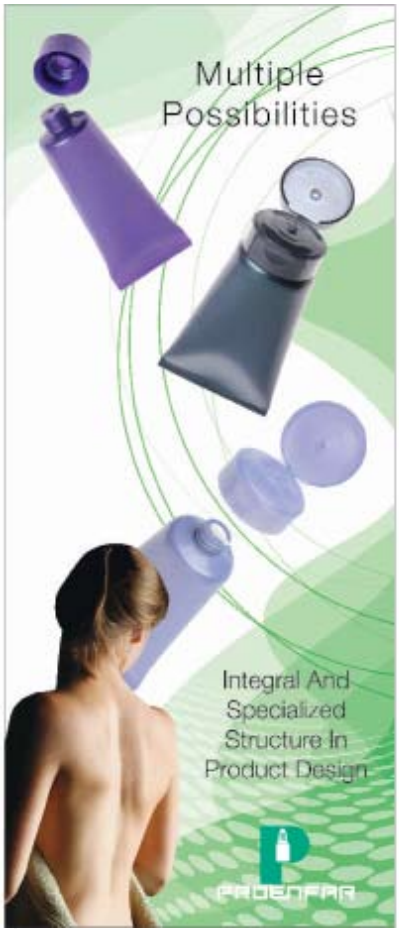
SUBTOTAL = _____ + TAX @ 8.875% = _____ = TOTAL _____

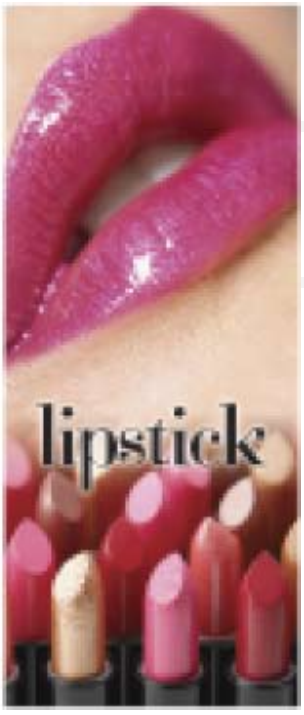
**Payment Authorization Form must accompany order.**

**Cancellation Policy: All orders are non-refundable once ordered and proccessed.**

METROPOLITAN exposition

Set your booth apart from the rest. Vivid, full-color graphics printed directly for your booth to ensure you are not overlooked. Customizing your walls will save you a lot of time. No need for double face tape or Velcro, simply send us your Print Ready Graphic and we will take care of everything, from installation to dismantle of your Customized Graphic Panels.






Please contact a Metropolitan Exposition Exhibit Sales Team Member for more information at exhibitsales@metro-expo.com
(p) 201-994-1303 (f) 201-994-1350

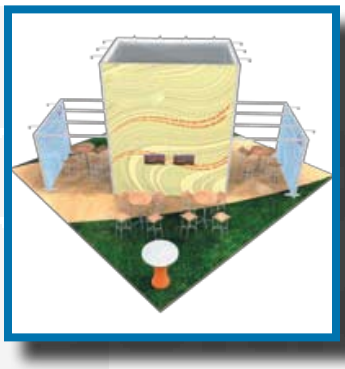
# EZ Fabric Wall Display System

The Metropolitan Exposition Exhibit and Design Team is proud to introduce our first modular wall system designed for fabric graphics. The EZ Fabric Wall System combines the versatility of modular walls with the benefits of lightweight fabric graphics.

Aluminum Construction

Color Fabric

Easy Set Up



Multiple Designs

Tools Included

Please contact a Metropolitan Exposition Exhibit Sales Team Member for more information at exhibitsales@metro-expo.com
(p) 201-994-1303 (f) 201-994-1350

# Signage & Graphics Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

**PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER**

**Discount Deadline Date**
**October 16, 2013**

BizBash New York IdeaFest
October 30, 2013
Jacob K. Javits Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

## DIGITAL INKJET SIGNS

*Rates based on one color copy, white showcard, 10 words or less*

| Qty. | Size/Description | Discount Price | Standard Price | Total |
|---|---|---|---|---|
| | 14" x 22" | $50.16 | $75.25 | |
| | 22" x 28" | $90.29 | $135.44 | |
| | 24" x 36" | $120.39 | $180.59 | |
| | 30" x 40" | $150.49 | $225.74 | |
| | Logo | Quoted upon request | Quoted upon request | |
| | Banner | Quoted upon request | Quoted upon request | |

Background Color:_____ Copy Color:_____

Select Lay-out: ☐ Vertical ☐ Horizontal

Select Font Style: ☐ Corporate ☐ Jazzy

*Deadline for graphics is (2) weeks before the show open.
Any graphics turned in late will incur a 35% rush fee*

Metropolitan Exposition Services, Inc., can meet any sign or graphic requirements you have.
Please contact us at 201.994.1303 if you have any questions or need additional information.
**Indicate Sign Copy Here (please attach additional sign copy if required)**

Visit the Metro Expo Online Store to place your order online! www.metro-expo.com/order

SUBTOTAL = _____ + TAX @ 8.875% = _____ = TOTAL _____

**Payment Authorization Form must accompany order.**
**Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS***

**Cancellation Policy: All orders are non-refundable once ordered and proccessed.**

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

BizBash New York IdeaFest
October 30, 2013
Jacob K. Javits Convention Center

Preferred Application: A PC-Based Adobe Illustrator .eps file. This should be a VECTOR file (as opposed to a bitmap image). Any letters or text in the file should be converted to curves (or shapes) before being saved as an .eps file.

The above type of file will allow us to import the file into our system to be used for either vinyl cutting and/or inkjet printing (whichever we determine as the most practical for that specific application).

Other preferred types of files are Gerber Graphix Advantage .plt, Corel Draw .cdr, Adobe Photoshop .psd, and Quark Xpress documents (providing that all components of the document (fonts, images, etc.) are included in the file. Quark documents should not be emailed, but sent on disk.

We can also accept some of the more common graphic format files such as .tif, .jpg, .pcx, .gif, etc. However, these files are bitmap images that are resolution-reliant. Whereas a low-res .jpg or .gif may be fine for a web page or a business card, when it is enlarged for a big sign or banner, the image suffers in that it becomes blurry or pixilated with “Stair Stepped” edges. When sending bitmap files for large graphics, the higher the resolution the better.

As stated previously, we prefer PC-Based files, however we can accept MAC files providing that they are sent to us on some type of digital storage media such as: 3.5” Diskette, ZIP Disk, CD-ROM (as opposed to emailing, as our MAC workstation is not wired into our email system).

If digital files are unattainable, we can work from camera-ready artwork. Such artwork must be large, clean, crisp, black & white stats or laser prints suitable for scanning. Business cards, letterheads, etc. DO NOT constitute camera-ready artwork and require a considerable amount of time and expense to edit.

If printing 1M graphic panels for booth packages, please allow 12” at the top for the header.

If in doubt, or have any questions, please contact us:
exhibitsales@metro-expo.com

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**TEAMSTER UNION**

Teamsters handle freight at the exhibit hall. Teamsters unload trucks or vehicles. Teamsters also handle rigging of machinery, moving services and spotting machinery in booths. A rigging crew consists of three men. This service must be ordered in advance at the exhibitor's expense.

**CARPENTER UNION**

Carpenters handle the erection and dismantling of display and exhibit booths. This includes all display work as well as uncrating and re-crating machinery and equipment. Carpenters install and dismantle drapery, table skirting and floor coverings.

**ELECTRICAL UNION**

Electricians handle all electrical work, which includes supplying power lines to your booth, connecting equipment to outlets and installing signs or banners that are lighted, unless they are permanently a part of the exhibit back wall.

**WHAT CAN EXHIBITORS DO WITHOUT UNION PERSONNEL?**

Exhibitors may install and dismantle their own exhibit and lay their own carpet in their own exhibit area as long as the following conditions are met:

1. The booth size is 100 square feet (10' x 10') or less;
2. The set-up can be reasonably accomplished in ½ hour or less;
3. No tools are used in the assembly or dismantle;
4. Individuals performing the work must be full-time employees of the exhibiting company and carry identification to verify this fact

Exhibitors can unpack and repack their own products in cartons, not crates. Exhibitors may "hand carry" or use nothing larger than a two-wheel baggage cart (rubber or plastic wheels only) to move items. Exhibitors may move a "pop-up" display, equal or less than 10' in length, if capable of being carried by hand, by one full-time employee of the exhibiting company. Exhibitors can do technical work on their own machines, such as balancing, programming, cleaning of machines, etc.

## GENERAL INFORMATION

### FLAMEPROOFING

All table coverings as well as booth equipment must be a non-flammable material. All decorative materials must be fire-resistant and in accord with the standard established by the New York Fire Department. Affidavits attesting to flameproof compliance with Local Fire Department Regulations must be submitted when requested.

### INSURANCE

Metropolitan Exposition Services, Inc. and/or the Association (Exhibit Manager) and/or the Exhibit Convention Site will not be responsible in any way for the safety of any exhibit or materials against fire, water, theft, accident or any cause nor for the loss or damage to goods consigned to its care. However, every effort will be made to protect exhibitor's property. You are advised to consult your insurance broker for proper coverage on any of your display materials from the time it leaves your company's premises until it returns.

# Labor Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

**PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER**

**Discount Deadline Date**
**October 16, 2013**

BizBash New York IdeaFest
October 30, 2013
Jacob K. Javits Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

## DISPLAY LABOR (One Hour Minimum per Worker)

| | | Rates: per person/per hour | |
|---|---|---|---|
| **Journeyman Labor** | | **Discount Price** | **Standard Price** |
| Straight Time | Mon-Fri (first 8 hours of the worker's shift, regardless of the time of day) | $180.35 | $234.45 |
| Overtime | Mon-Fri (after first 8 hours of the worker's shift, regardless of the time of day) & Saturdays | $270.52 | $351.68 |
| Double Time | Sundays and Holidays | $360.70 | $468.91 |

*** Start time guaranteed only when labor is requested for the start of the working day.**
*** Labor must be cancelled in writing, 24 hours in advance to avoid one (1) hour cancellation or no-show fee per worker.**
*** If your I&D labor is placed in advance, you can benefit from all straight time if you choose to cut your call at 8 hours and bring in a new call. (*Please note, that if you receive a new call, there is a 4 hour minimum per man ordered.)**

## INSTALLATION LABOR

☐ Metropolitan Exposition Supervised Labor – Key Information Form must be completed and returned with this order form.
Installation of your exhibit will be completed at our discretion prior to show opening.
The charge for this service is 30% of the total installation labor bill, or a minimum of $63.00.

Emergency Contact:_____Phone #: _____

☐ Exhibitor Supervised Labor – Supervisor must check-in at Metropolitan Service Desk to pick-up labor.

Supervisor Name:_____Phone #:_____

| Date | Start Time | No. of People | | Approx.Hrs Per Person | | Total Hrs | | Hourly Rate | Estimated Total Cost |
|---|---|---|---|---|---|---|---|---|---|
| _____ | _____ | _____ | X | _____ | = | _____ | @ | _____ | $ _____ |
| _____ | _____ | _____ | X | _____ | = | _____ | @ | _____ | $ _____ |
| _____ | _____ | _____ | X | _____ | = | _____ | @ | _____ | $ _____ |

Metropolitan Supervision (30% / $63.00 minimum) = $ _____

8.875% NY Tax = $ _____

Total Installation = $ _____

## DISMANTLE LABOR

☐ Metropolitan Exposition Supervised Labor – Key Information Form must be completed and returned with this order form.
Dismantle of your exhibit will be completed at our discretion.
The charge for this service is 30% of the total dismantle labor bill, or a minimum of $63.00.

Emergency Contact:_____Phone #: _____

☐ Exhibitor Supervised Labor – Supervisor must check-in at Metropolitan Service Desk to pick-up labor.

Supervisor Name:_____Phone #:_____

| Date | Start Time | No. of People | | Approx.Hrs Per Person | | Total Hrs | | Hourly Rate | Estimated Total Cost |
|---|---|---|---|---|---|---|---|---|---|
| _____ | _____ | _____ | X | _____ | = | _____ | @ | _____ | $ _____ |
| _____ | _____ | _____ | X | _____ | = | _____ | @ | _____ | $ _____ |
| _____ | _____ | _____ | X | _____ | = | _____ | @ | _____ | $ _____ |

Metropolitan Supervision (30% / $63.00 minimum) = $ _____

Total Dismantle = $ _____

## Key Information Page

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

**Discount Deadline Date**
**October 16, 2013**

BizBash New York IdeaFest
October 30, 2013
Jacob K. Javits Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Please complete and return form if your display installation and/or dismantle is to be supervised by Metropolitan Exposition Services, Inc.

### INBOUND SHIPPING & SET-UP INFORMATION

Freight Carrier: _____ Date Shipped: _____

Number of Pieces:_____ Total Weight: _____ Tracking Number: _____

Freight shipped to: □ Warehouse □ Showsite

Comments: _____

Set-up Plan/Photo: □ Attached □ With Exhibit □ In Crate # _____

Electrical Drawing: □ Attached □ With Exhibit □ Under Carpet

Carpet: □ With Exhibit □ Rental □ Padding

Equipment/tools/hardware required:_____

Comments:_____

***Remember to order in advance:***

***Furnishings & Carpeting*** ***Cleaning*** ***Electrical & Telephone***

### OUTBOUND SHIPPING & SET-UP INFORMATION

**Ship To**: _____

Address: _____

City/State/Zip: _____

Attention: _____ Phone: _____

**Method of Shipment** (list name & phone number)

□ Common Carrier _____

□ Van Line _____

□ Air Freight _____

□ Next Day □ 2nd Day □ Deferred (3 to 5 days)

Freight Charges: □ Prepaid □ Collect

Bill To: _____

Address: _____

City/State/Zip: _____

### EMERGENCY CONTACT INFORMATION

Name: _____ Phone:_____

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Jacob K. Javits Convention Center

## OFFICIAL SERVICE CONTRACTORS

Show Management, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed Official Service Contractors to perform and provide necessary services and equipment. Official Service Contractors are appointed to:

- Ensure the orderly and efficient installation and removal of the overall exposition,
- Assure the distribution of labor to all Exhibitors according to need,
- Provide sufficient labor to satisfy the requirements of Exhibitors and for the exposition itself,
- See that the proper type and limits of insurance are in force, and
- Avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Contractors will provide all usual trade show services, including labor. Exceptions are:

- Supervision may be provided by the Exhibitor
- The Exhibitor may appoint an exhibit installation contractor or display builder.

## EXHIBITOR APPOINTED CONTRACTORS

Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

1. The Exhibitor must notify Show Management in writing and Metropolitan Exposition Services, Inc. of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnish the name, address and telephone number of the firm.
2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has a proper certificate of insurance with a minimum of $1,000,000 liability coverage, including property damage, to show management and Metropolitan Exposition Services, Inc. at least ten (10) days before the show opening.
3. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Metropolitan Exposition Services, Inc.
4. For services such as electrical, plumbing, telephone, cleaning, and drayage, no contractor other than the Official Service Contractors will be approved. This regulation is necessary of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
5. The Exhibitor Appointed Contractor to be used by the Exhibitor must provide a certificate of insurance with at least the following limits:
   *a.* Comprehensive General Liability not less than $1,000,000 with respect to injuries to any one person per occurrence.
   *b.* $2,000,000 with respect to injuries to more than one person in any occurrence
   *c.* Workers' Compensation Insurance including employee liability coverage, in a minimum amount not less than $1,000,000 of individual and/or aggregate coverage.
   *d.* Metropolitan Exposition Services, Inc. must be named as additional insured.

   Any Exhibitor that does not have a certificate of insurance on file in the Metropolitan Exposition Service, Inc. office ten (10) days prior to the show will be automatically assessed a $100.00 fee which will be charged against their security deposit.
6. The Exhibitor Appointed Contractor:
   *a.* Must agree to abide by all rules and regulations of the show, including all union rules and regulations.
   *b.* Must have all business licenses, permits, and Worker's Compensation Insurance required by the State and City governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance.
   *c.* Will share with Metropolitan Exposition Services, Inc. all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etcetera.
   *d.* Must furnish Show Manager and Metropolitan Exposition Services, Inc. with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.
   *e.* Shall be prepared to show evidence that it ha a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
   *f.* Must confine its operations to the exhibit area of its clients. No service desks, storage areas, or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space.
   *g.* Shall provide, if requested, evidence to Metropolitan Exposition Services, Inc. that it possesses applicable and current labor contracts
   *h.* Must coordinate all of its activities with Metropolitan Exposition Services, Inc.
7. All information must be received in the Metropolitan Exposition Services, Inc. office no later than ten (10) days prior to the show.

# Exhibitor Appointed Contractor Notification

METROPOLITAN exposition

115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

BizBash New York IdeaFest
October 30, 2013
Jacob K. Javits Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

If your company is utilizing services from a company other than your own or Metropolitan Exposition Services, Inc., the official service contractor designated by Show Management, this form must be completed and returned by October 16, 2013.

If this form is not returned, the Exhibitor Appointed Contractor will not be permitted to access the exhibit floor to service the exhibit, and the work will be performed and/or supervised by Metropolitan Exposition Services, Inc.

Exhibiting Company _____ Booth_____

Address _____

City, State, ZIP _____

Authorized by _____Title_____

Phone_____ Fax _____

It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of the event.

By signing below, you agree that by using an exhibitor appointed contractor(s) for any service, you agree to indemnify, defend and hold harmless Metropolitan Exposition Services, Inc. from any and all claims, demands, suits, liabilities, damages, injuries, losses, expenses, including legal expenses, due to the presence or actions of the exhibitor appointed contractor(s).

Signature _____ Date_____

The Exhibitor Appointed Contractor must send a copy of their General Liability Insurance Certificate no later than by October 16, 2013.

Type of work to be performed_____

Exhibitor Appointed Contractor/Display House_____

Address _____

City, State, Zip _____

Phone_____ Fax _____

On-Site Contact _____

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Jacob K. Javits Convention Center

# ATTENTION

**BizBash New York IdeaFest Exhibitors**

Metropolitan Exposition Services, Inc. is the designated provider for material handling.

Please note that exhibitor move-in is on:

**October 29, 2013 (8:00am-5:00pm)**

To ship your exhibition materials to the Metropolitan Exposition Warehouse, consign your shipment(s) as follows:

BizBash New York IdeaFest
[Exhibiting Company Name]
[Booth Number]
c/o Metropolitan Exposition Services
115 Moonachie Ave
Moonachie, NJ 07074

*Materials should arrive between September 25, 2013 - October 23, 2013*

Materials that are delivered to the Metropolitan Exposition Warehouse after the receiving deadline of October 23, 2013 will incur an additional 30% “late delivery” surcharge.

Should you have any questions, please do not hesitate to contact our Exhibitor Services Department as follows:

| | |
|---|---|
| Phone: | 201.994.1301 |
| Fax: | 201.994.1350 |
| E-Mail: | Exhibitorservices@metro-expo.com |
| Web Site: | www.metro-expo.com |

METROPOLITAN exposition
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BizBash New York IdeaFest
October 30, 2013
Jacob K. Javits Convention Center

**Please take a few minutes and review the following information pertaining to shipping and material handling.**

## Shipping Charges

Please prepay all shipping charges. Metropolitan Exposition Services, Inc. will not accept or be responsible for collect shipments.

### Material Handling Rates and Charges

Labor and equipment required for unloading and loading are included with Metropolitan Exposition Services material handling rates. Material handling rates apply to each 100 pounds (CWT). All fractional poundage must be **rounded up** to the next CWT. Each shipment received is considered separately. No cumulative weights are allowed on split shipments, UPS, etc. The above services whether used completely or in part, are based on the inbound weight of the shipment. Tracing shipments with your carrier is NOT the responsibility of Metropolitan Exposition Services, Inc. Metropolitan Exposition Services, Inc. requires that 100% of the estimated payments are due in advance. Please complete and return the Payment Authorization Form with your order.

## Special Handling

A surcharge of 35% is applied in addition to the quoted rates for shipment(s) received that require special handling. Special handling is defined as, but not limited to, any shipment that requires additional handling or special equipment to load or unload, i.e. ground handling, mixed loads, double decking, hoist equipment, designated loading sequence or side door unloading. You are required to notify Metropolitan Exposition Services, Inc. of any special handling needs two weeks prior to set-up. This includes forklift capacity over 5,000 pounds. Uncrated and/or loose shipments are subject to this charge.

## Consignment

All shipments must be consigned c/o Metropolitan Exposition Services to enable us to accept them for handling. Convention centers and hotels will not accept direct shipments consigned to them, as they have no facilities for receiving or storing freight.

## Inbound Bill of Lading / Delivery Slip

All shipments must have a bill of lading or delivery slip indicating the piece count, weight and description of merchandise. Upon shipping, immediately send copies of bill of ladings to Metropolitan Exposition as well as your on-site representative. Material handling charges are based on the weight of the freight. Certified weight receipts are required for all shipments. Trucks arriving without documented weight will be required to go to the nearest weighing station to obtain documentation or a mutual decision will be made as to the weight and will be binding to both parties.

## Service Within Booth

All deliveries are made to the booth. Any further handling or placement within the booth will incur additional charges.

## Empty Containers/Labels

When finished unpacking, empty shipping containers (cartons, fiber cases, etc.) that have empty labels affixed to them will be picked up, stored and returned at the close of the show. Empty labels are available at the Metropolitan Service Desk and are to be used for empty storage only. Metropolitan Exposition Services, Inc. is not responsible for any contents of a container marked empty. It will not be possible to access empty containers during the show as they will be stored off-site.

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## Outbound Shipments

At the close of the show, it is the exhibitors' responsibility to:

- Obtain a Material Handling Agreement (MHA) from Metropolitan Exposition Services, Inc.
- Arrange with carrier of your choice to pick-up your freight from show site by the designated time
- Re-pack and label each container being shipped (old shipping labels should be removed)
- Complete and return the Material Handling Agreement (MHA) to Metropolitan Exposition Services, Inc.

A Material Handling Agreement must be completed for each shipment. Therefore, if you are shipping out freight to (2) different locations, Metropolitan must have an MHA for both locations. If freight is found on the show floor and Metropolitan Exposition Services, Inc. does not have a completed Material Handling Agreement, Metropolitan Exposition Services, Inc. will declare it **FORCED FREIGHT** and it will be returned C.O.D. to the address present on the outside of the packages. Metropolitan Exposition Services, Inc. assumes no responsibility for misdirected shipments or liability for such handling. Additional charges will be assessed for shipments returning to our warehouse at $55.00 per 100 pounds/CWT.

## LIMITS OF LIABILITY

We are not responsible for damages to uncrated materials; materials improperly packed or concealed damages.

1. We are not responsible for loss, theft, or disappearance of any materials improperly packed or concealed damages.
2. We are not responsible for loss, theft, or disappearance of any materials before they are picked up from the exhibitors' booth for reloading after the show. Bills of lading covering outbound shipments will be checked at the time of actual pickup from the booth and discrepancies will be corrected.
3. We are not responsible for any loss, damage or delay due to fire, Acts of God, strikes, lockout, or work stoppages of any kind or to causes beyond our control.
4. Maximum recovery. If found liable for any loss, Metropolitan's sole and exclusive maximum liability for loss or damage to exhibitor's materials and exhibitor's sole and exclusive remedy is limited to $.50 (USD) per pound/ article with a maximum liability of $100.00 (USD) per item, or $1500.00 (USD) per shipment, whichever is less.
5. We are not liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit it.
6. The consignment or delivery of a shipment to Metropolitan Exposition Services Inc. by an exhibitor (and/or other shipper) on behalf of the exhibitor shall be construed as acceptance by the exhibitor of the terms and conditions set forth.

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BizBash New York IdeaFest
October 30, 2013
Jacob K. Javits Convention Center

As the official service contractor, Metropolitan Exposition Services, Inc. is the exclusive provider of material handling services. We are prepared to receive your exhibition materials either in advance at our warehouse or directly at show site. Material handling should not be confused with the cost to transport your exhibit materials to and from the show. You should arrange for the carrier of your choice to transport your materials. All shipments must be prepaid. Collect shipments will be refused.

**Advance Shipping to Metropolitan Exposition Warehouse (200 pound minimum per shipment)**
Only material that is skidded or in shipping containers that can be unloaded without additional handling required will be accepted at our warehouse. Uncrated or loose shipments will be refused at the warehouse.

The rate for this service includes: unloading and storing freight for up to (30) days; reloading and delivering freight to your booth; removing, storing and returning empty shipping containers; reloading freight onto outbound carrier.

Make out the bill of lading and consign as follows:

BizBash New York IdeaFest
[Exhibiting Company Name]
[Booth Number]
c/o Metropolitan Exposition Services, Inc.
115 Moonachie Ave
Moonachie, NJ 07074

**Advance shipments can arrive beginning on:**
September 25, 2013

**Advance shipment deadline**
**(to avoid surcharges)**
October 23, 2013

*Warehouse receiving hours are 8:00am - 4:00pm*

**Direct Shipping to Jacob K. Javits Convention Center (200 pound minimum per shipment)**

This service includes: unloading freight and delivering materials to your booth; removing, storing and returning empty containers; reloading freight onto outbound carrier.

Make out the bill of lading and consign as follows:

BizBash New York IdeaFest
[Exhibiting Company Name]
[Booth Number]
c/o Metropolitan Exposition Services, Inc.
Jacob K. Javits Convention Center
655 West 34th Street
New York, NY 10001

**Shipments can arrive to show site:**
October 29, 2013 (8:00am-5:00pm)

*Do not ship any materials to Jacob K. Javits Convention Center before this time frame. Jacob K. Javits Convention Center will not accept any shipments.*

# Material Handling Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

**PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER**

BizBash New York IdeaFest
October 30, 2013
Jacob K. Javits Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

**CRATED/SKIDDED** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

**UNCRATED** Material that is shipped loose or pad wrapped, and/or unskidded machinery without proper lifting bars or hooks.

**SPECIAL HANDLING** Material delivered by the carrier in such a manner that it requires additional handling, such as these types of unloading: ground, side door, constricted space, designated place, mixed loads,and/or stacked shipments. **Federal Express, DHL and UPS shipments are included in this category.**

| | |
|---|---|
| Straight Time | Monday through Friday, 8:00am to 4:30pm |
| Overtime | Monday through Friday, 4:30pm to 8:00am; Saturdays, Sundays and all Holidays |
| ST/ST | Freight handled on straight time into and out of the show |
| ST/OT | Freight handled one way on straight time and one way on overtime, either into or out of the show |
| OT/OT | Freight handled on overtime into and out of the show |

## ADVANCE SHIPMENTS TO METROPOLITAN WAREHOUSE

*** Advance shipments will be charged at the following rates in accordance with our move-in and move-out schedule.

| | CRATED / SKIDDED | | SPECIAL HANDLING | |
|---|---|---|---|---|
| | Per 100 lbs | Minimum | Per 100 lbs | Minimum |
| ST/OT | $180.59 | $361.18 | $243.80 | $487.60 |
| OT/OT | $270.88 | $541.77 | $365.70 | $731.39 |

****To avoid delays at the show site loading docks, we highly recommend shipping directly to our warehouse. This assures having your freight in your booth before move in starts, avoids show site surcharges and SAVES YOU MONEY! We have discounted the rate 25% off the standard pricing for those exhibitors who ship in advance.**
**Please take advantage of our advanced shipping rates before the shipping deadline!**

## DIRECT SHIPMENTS TO JACOB K. JAVITS CONVENTION CENTER

***** Direct shipments will be charged at the following rates in accordance with the move-in and move-out schedule.**
***** Trucks signing-in at after 2:00pm will be charged OT rate.**

| | CRATED / SKIDDED | | UNCRATED | | SPECIAL HANDLING | |
|---|---|---|---|---|---|---|
| | Per 100 lbs | Minimum | Per 100 lbs | Minimum | Per 100 lbs | Minimum |
| ST/OT | $235.02 | $470.04 | $352.53 | $705.07 | $317.28 | $634.55 |
| OT/OT | $313.15 | $626.30 | $469.70 | $939.41 | $422.85 | $845.71 |

**SMALL PACKAGE** – (Items that DO NOT ship out) Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 30 pounds, per shipment, per delivery. Only Federal Express, UPS, & DHL shipments can be considered as small packages.

| | Warehouse | Show Site |
|---|---|---|
| First Carton | $61.55 | $75.08 |
| Each Additional Carton | $13.86 | $20.62 |

*** If small packages are shipped out, the prices will be changed to reflect the above roundtrip rates.**

## CALCULATE ESTIMATED MATERIAL HANDLING CHARGES

Our shipment will be delivered to: ☐ Metropolitan Warehouse ☐ Jacob K. Javits Convention Center
We are shipping _____ lbs. @ $_____ per 100 lbs., 200 lbs. min per shipment Estimate = $_____
Late Arrival Surcharge add 30% = $_____
Total Due = $_____
We understand this is an estimate. Invoicing will be done from actual weight and adjustments made accordingly.

# WAREHOUSE LABEL

METROPOLITAN exposition

## R U S H

## DO NOT DELAY

**Must Arrive on or before**
**September 25, 2013 - October 23, 2013**

TO:_____
EXHIBITOR'S NAME

C/O: METROPOLITAN EXPOSITION SERVICES INC.
**115 Moonachie Avenue**
**Moonachie, NJ 07074**

## WAREHOUSE

**BizBash New York IdeaFest**

Booth:_____ No._____of_____Pcs.

Carrier_____

# SHOW SITE LABEL

METROPOLITAN exposition

## R U S H

## DO NOT DELAY

**Must Arrive**
**October 29, 2013 (8:00am-5:00pm)**

TO:_____
EXHIBITOR'S NAME

C/O: METROPOLITAN EXPOSITION SERVICES INC.
**Jacob K. Javits Convention Center**
**655 West 34th Street**
**New York, NY 10001**

## SHOW SITE

**BizBash New York IdeaFest**

Booth:_____ No._____of_____Pcs.

Carrier_____

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE. PLEASE PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

**Discount Deadline Date**
**October 16, 2013**

BizBash New York IdeaFest
October 30, 2013
Jacob K. Javits Convention Center

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

# Vehicles on Display

All vehicles entering the exhibit floor for booth display purposes will be "Spotted" by Metropolitan. A Spotting Fee of $436.80 (roundtrip fee) for cars or small trucks and $819.00 (roundtrip fee) for larger vehicles such as trailers, buses and dump trucks. All vehicles on display must take the following safety precautions:

- Batteries must be disconnected and taped
- Fuel tanks must have no more than one eighth of a tank of gas.
- Fuel tanks must be locked with a locking cover to prevent the escape of vapors
- Vehicles may not be moved during show hours

| Qty of Vehicles | | Rate | | Total $ |
|---|---|---|---|---|
| | X | $436.80 | = | |
| | X | $819.00 | = | |

| | |
|---|---|
| Total Estimated Changes | $ |
| Payment Enclosed | $ |

# Metropolitan Exposition Transportation Inbound Form

METROPOLITAN exposition TRANSPORTATION
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-355-4109 Fax: 201-355-4145

BizBash New York IdeaFest
October 30, 2013
Jacob K. Javits Convention Center

PO#

Internal Use Only



## Contact Information

| Contact Name | Company Name |
|---|---|
| | |
| Phone | Email Address |
| | |

## Pickup Location

| Company Name | | |
|---|---|---|
| | | |
| **Street Address** | **City** | **State/Country** |
| | | |
| | **Zip/Postal Code** | **Phone Number** |
| | | |

## Shipment Destination

| Company Name | | |
|---|---|---|
| | | |
| **Show Name / Booth Number** | | |
| | | |
| **Street Address** | **City** | **State** |
| | | |
| | **Zip/Postal Code** | |
| | | |

## Type of Service

| | | |
|---|---|---|
| ☐ Truckload | ☐ Deferred | ☐ 2nd Day Air |
| ☐ Overnight Air | ☐ Economy / Standard Ground | ☐ 3rd Day Air |

## Additional Services

| |
|---|
| ☐ Lift Gate |
| ☐ Residential |
| ☐ Inside Pickup |
| Declared Value $ _____ (Declared Value can not exceed $10,000) |

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## Shipment Information

| Requested Pickup Date | Time of pickup (4 hour window:) |
|---|---|
| | |
| **Requested Delivery Date** | |
| | |

| Number of Pieces | Length | Width | Height | Weight |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | **Total Weight** | |
| | | | Hazardous Materials? | |
| | | | ☐ YES ☐ NO | |

## Additional Information or Instructions

| |
|---|
| |
| |
| |
| |
| |

When you've completed this form, fax it to 201-355-4145 or email shipping@metro-transportation.com.

If you have any Questions or Concerns, call us at 201-355-4109.

******* Thank You for Choosing Metropolitan Exposition Transportation! *******

**Outbound Shipping Form**

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

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BizBash New York IdeaFest
October 30, 2013
Jacob K. Javits Convention Center

Company Name _____ Booth Number _____

## OUTBOUND SHIPMENT DETAILS

| Company / Business Name | | |
|---|---|---|
| | | |
| **Street Address** | | |
| | | |
| | | |
| **Show Name (if applicable)** | **City** | **State** |
| | | |
| **Contact Name & Number** | **Zip/Postal Code** | |
| | | |
| | | |

☐ Carrier Name: _____ ☐ Metropolitan Exposition Transportation

☐ Economy / Deferred (4 - 7 Business Days) ☐ 2nd Day

☐ 3rd Day ☐ Next Day

Piece Count Estimate _____ Total Weight Estimate _____

| **Additional Information or Instructions** |
|---|
| |
| |
| |
| |

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**YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE**

The terms and conditions set forth below become a part of the Contract between Metropolitan Exposition Services, Inc. and you, the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- The Payment Authorization Form is signed; or
- An order for labor, services and/or rental equipment is placed by exhibitor with Metropolitan Exposition Services, Inc.; or
- Work is performed on behalf of exhibitor by labor secured through Metropolitan Exposition Services, Inc.

**DEFINITIONS**

For purposes of the contract, "Metropolitan Exposition Services, Inc," ("Metropolitan") means its employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors Metropolitan Exposition Services, Inc. may appoint. The term "Exhibitor" means the exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

**PAYMENT TERMS**

Full payment, including applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional after deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of Metropolitan except where specifically identified as a sale. All rentals include delivery, installation, and removal from Exhibitor's booth. In case of cancellation of any orders or services by Exhibitor, a one-hour "per person, per hour" charge will be applied for all labor orders that are not cancelled in writing at least 24 hours prior to the scheduled start time. If services have already been provided at the time of cancellation, a 50% restocking fee will be applied to all Metropolitan rental items with the exception of Custom-Cut carpet and any other custom-order items, which will remain at 100% of the original charge. If the show or event is canceled because of reasons beyond Metropolitan's control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. Metropolitan will not issue refunds to Exhibitor of any payments made before the date of cancellation. It is exhibitor's responsibility to advise the Metropolitan Service Desk Representative of any problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the show or event. If Exhibitor is exempt from payment of sales tax, Metropolitan requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For International exhibitors, Metropolitan requires 100% prepayment of advance orders, and nay order or services placed at show site must be pad at the show. For all others, should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in Moonachie, New Jersey upon receipt of invoice. Effective thirty (30) days after invoice date, any unpaid balance will bear a finance charge at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an Annual Percentage Rate of 18%, and future orders will be on a pre-paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, any excess finance charge received by Metropolitan shall be either applied to reduce the principal unpaid balance or refunded to the payer. These payment terms and conditions shall be governed by and construed in accordance with the Laws of the State of New Jersey. In the event of any dispute between the Exhibitor and Metropolitan relative to any loss, damager, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to Metropolitan for its services, as an offset against the amount of any alleged loss or damager. Any claim against Metropolitan shall be considered a separate transaction, and shall be resolved on its own merits. Metropolitan reserves the right to charge Exhibitor for the difference between the Exhibitors estimate of charges and the actual charges incurred by the Exhibitor, or for any charges that Metropolitan may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, Metropolitan hereby provides notice that it reserves the right, and Exhibitor authorizes Metropolitan, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on Exhibitor's account.

**LABOR UNDER THE SUPERVISION OF METROPOLITAN – RESPONSIBILITIES:**

Metropolitan shall be responsible for the performance of labor provided under this option. Metropolitan does not assume responsibility for any acts of, or loss to, persons, parties an/or other contracting firms not under Metropolitan's direct supervision and control. In no event shall Metropolitan be liable for loss or damage caused by delay in labor beginning work when Exhibitor requests labor to begin later than the start of the working day. Metropolitan shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond Metropolitan's reasonable control.

**INDEMNIFICATION:**

Metropolitan agrees to indemnify, hold harmless, and defend Exhibitor from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to Metropolitan's employees, or property damage arising out of work performed by labor provided by and supervised by Metropolitan except when Exhibitor exercises direction and/or control over the work being performed.

**LABOR UNDER THE SUPERVISION OF EXHIBITOR – RESPONSIBILITIES:**

Exhibitor shall be responsible for the performance of labor provided under this option. It is the responsibility of exhibitor to supervise labor secured through Metropolitan in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with Metropolitan's Safe Work Rules and/or Federal, State, County and Local ordinances, rules an/or regulations, including but not limited to show or facility management rules and regulations. It is the responsibility of Exhibitor to check in with the Metropolitan Service Desk to pick up labor and to return to the Service Desk to release labor when the work is completed.

**INDEMNIFICATION:**

Exhibitor agrees to indemnify, hold harmless, and defend Metropolitan from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorney's fees and investigation costs) for bodily injury, including any injury to Metropolitan employees, and/or property damage arising out of work performed by labor provided by Metropolitan but supervised by Exhibitor. Further, the Exhibitor's indemnification of Metropolitan includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by facility or show management, and/or directing labor provided by Metropolitan to work in a manner that violates any of the above rules, regulations, and/or ordinances.

METROPOLITAN exposition

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BizBash New York IdeaFest
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YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE

The terms and conditions set forth below become a part of the Contract between Metropolitan Exposition Services, Inc. and you, the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- The Material Handling Agreement is signed; or
- Exhibitor's materials are delivered to Metropolitan's warehouse or to a show or exposition site for which Metropolitan Exposition Services, Inc. is the Official Show Contractor; or
- An order for labor and/or rental equipment is placed by exhibitor with Metropolitan

1. **DEFINITIONS** - For purposes of the contract, "Metropolitan Exposition Services, Inc," ("Metropolitan") means its employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors Metropolitan Exposition Services, Inc. may appoint. The term "Exhibitor" means the exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC"). Further, Exhibitor is in fact the "Shipper" for all purposes and circumstances notwithstanding anything contained herein to the contrary.

2. **PACKAGING & CRATES** – Metropolitan shall not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed materials. In addition, Metropolitan shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage, Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.

3. **EMPTY CONTAINERS** – Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of the exhibitor or its representative. All previous labels must be removed or obliterated. Metropolitan assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without Metropolitan labels; improper information on the empty labels. Metropolitan will not be liable for loss or damage to crates and containers or their contents while same are in empty container storage.

4. **INBOUND SHIPMENT(S)** – Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor or its representative, and during such time the materials will be left unattended. Metropolitan will not be responsible for any loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to Exhibitor's booth at show site. Metropolitan highly recommends the securing of security services from facility or show management.

5. **OUTBOUND SHIPMENT(S)** - Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. Metropolitan will not be responsible for any loss, damage, theft, or disappearance of exhibitor's materials before same have been picked up for reloading at the conclusion of the event. Metropolitan highly recommends the securing of security services from facility or show management. All Material Handling Agreements submitted to Metropolitan by exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Metropolitan and the actual count of such items in the booth at the time of pickup

6. **DELIVERY TO THE CARRIER FOR RELOADING** – Metropolitan assumes no responsibility for loss, damager, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's appointed contractor, shipper, or agent for transportation after the conclusion of the show. Metropolitan loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. Metropolitan assumes no responsibility for loss, damage, theft or disappearance of exhibitor's materials that arises out of improperly loaded materials.

7. **DESIGNATED CARRIERS** – In order to expedite removal of materials from show site as required by show management and/or the facility, Metropolitan shall have the authority to change the exhibitor designated carrier if that carrier does not pickup the shipment(s) at the appointed time. Where no disposition is made by exhibitor, materials may be taken to a warehouse to await exhibitors shipping instructions and exhibitor agrees to be responsible for charges relating to such rerouting and handling. In no event shall Metropolitan be responsible for any loss resulting from such rerouting designation.

8. **METROPOLITAN'S RESPONSIBILITIES** – Metropolitan shall be responsible only for those services which it directly provides. Metropolitan assumes no responsibility for any persons, parties, or other contracting firms not under Metropolitan's direct supervision and control. Metropolitan's performance hereunder is subject to, and Metropolitan shall not be responsible for loss, delay, or damager due to , strike, lockouts, work stoppages, natural elements, vandalism, Act of God, civil disturbances power failures, explosions, acts of terrorism or war, or for any other cause beyond Metropolitan's reasonable control, nor for ordinary wear and tear in the handling of materials.

9. **INSURANCE** – It is understood that Metropolitan is not an insurer. Insurance on exhibit materials, if any, shall be obtained by exhibitor in amounts and for perils determined by exhibitor. Exhibitor agrees to provide Metropolitan with a release of subrogation to the extent of any insurance settlement received.

METROPOLITAN exposition

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Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350



10. **CLAIM(S) FOR LOSS** - Exhibitor agrees that any and all claims for loss or damage must be submitted to Metropolitan immediately at the show site, and in any case not later than thirty (30) business days after the conclusion of the show or exposition. (For purposes of claim reporting, the "conclusion" of the show shall be construed as the time when exhibitor's materials are delivered to the carrier for transportation from the show site of from Metropolitan's warehouse). All claims reported after thirty (30) business days will be rejected. In no event shall a suit or action be brought against Metropolitan more than one (1) year after the date of loss or damage occurred.

a) Payment for services may not be withheld. In the event of any dispute between the exhibitor and Metropolitan relative to any loss, damage, or claim, exhibitor shall not be entitled to and shall not withhold payment or any partial payment, due Metropolitan for its services as an offset against the amount of any alleged loss or damager. Any claims against Metropolitan shall be considered a separate transaction and shall be resolved on their own merits.
b) Maximum recovery. If found liable for any loss, Metropolitan's sole and exclusive maximum liability for loss or damage to exhibitor's materials and exhibitor's sole and exclusive remedy is limited to $.50 (USD) per pound per article with a maximum liability of $100.00 (USD) per item, or $1,500.00 (USD) per shipment whichever is less.
c) Breach of Contract and/or negligence only. Metropolitan's liability shall be limited to any loss or damage which results solely from Metropolitan's negligence in the actual physical handling of the items comprising exhibitor's shipment(s) OR which results from breach of this contract and not for any other type of loss or damage. In no event shall Metropolitan be liable to the exhibitor or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damager, whether such damages occur either prior or subsequent to, or are alleged as a result of, tortuous conduct, failure of the equipment or services of Metropolitan or breach of any of the provisions of this Contract, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, event if Metropolitan has been advised or had notice of the possibility of such damages, or for any damages caused by exhibitor's failure to perform exhibitor's responsibilities. Such excluded damages include but are not limited to loss of profits, loss of use, interruption of business or other consequential or indirect economic losses.

11. **DECLARED VALUE** - Declarations of Declared Value are between the exhibitor and the selected carrier ONLY, and are in no way an extension of Metropolitan's maximum liability stated herein. Metropolitan will use commercially reasonable efforts to transmit the Declared Value instructions to the selected carrier; however, Metropolitan will be not be liable for any claim arising from the transmittal of, or failure to transmit, declared value instructions to the carrier nor for failure of the carrier to uphold the declared value or any other term of carriage.

12. **JURISDICTION / ARBITRATION** - This contract shall be construed under the laws of the State of New Jersey without giving effect to its conflict of laws rules. Exclusive venue for all disputes arising out of or relating to this contract shall reside in a court of competent jurisdiction in Bergen County, New Jersey. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the aware rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

13. **INDEMNIFICATION** - Exhibitor agrees to indemnify and forever hold harmless Metropolitan and its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of contributed to by any of the following:

- Exhibitor's negligent supervision of any labor secured through Metropolitan, or the negligent supervision of such labor by any of exhibitor's employees, agents, representatives, customers, invitees and/or any exhibitor appointed contractors (EAC);
- Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of exhibitor's employees, agents, representatives, customers, invitees and/or any exhibitor appointed contractors (EAC) at the show or exposition to which this Cotract related, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of Metropolitan's equipment.
- Exhibitor's violation of Federal, State, County of Local ordinances;
- Exhibitor's violation of show regulations and/or rules as published and set forth by facility and/or show management.

14. **WAIVER & RELEASE** - Exhibitor, as a materials part of the consideration to Metropolitan for material handling services, waives and releases all claims against Metropolitan with respect to all matters for which Metropolitan has disclaimed liability pursuant to the provisions of this Contract.

15. **SEVERABILITY** - If any provision of this Contract proves to be illegal, invalid, or unenforceable, the remainder of this Contract will not be affected by such finding, and in lieu of each provision of this Contract that is proven to be illegal, invalid, or unenforceable, a provision will be added as part of this Contract as similar in terms to such illegal, invalid, or unenforceable provision as may be possible and be legal, valid and enforceable.

# GENERAL LIABILITY INSURANCE - REGISTRATION FORM

**$1,000,000 Per Occurrence / $1,000,000 Aggregate**

Show Management and Convention Facilities around the country require exhibitors to carry general liability insurance. Show Insurance has made it easy to get coverage for one show or your entire show year.

## PREMIUM RATES AND BENEFITS - PLEASE CHECK ALL PLAN NUMBERS THAT APPLY.

_____ **1 Day - $89.00**
_____ **2-5 Days - $109.00**
_____ **6-10 Days - $179.00**
_____ **Six Months - $500.00**
_____ **Annual - $950.00**
_____ **Additional 5% of total premium to increase general aggregate to $2,000,000.00**

## COMPANY INFORMATION - COMPLETE AND RETURN OR REGISTER AT **www.showinsurance.com/metro**

Exhibiting Company Name:_____ Booth Numbers:_____

Address:_____

City:_____ State:_____

Country:_____ Zip:_____

Telephone:_____ Fax:_____

E-Mail Address: Show Contact:

**Important: Please note that this is a general liability insurance policy and does not cover any loss or damage to your property, including your exhibit display, products and/or materials at the show or in transit to or from the show.**

## METHOD OF PAYMENT - BY SIGNING BELOW YOU AUTHORIZE SI TO CHARGE YOUR CREDIT CARD

**Company Check Payable to:** Show Insurance Inc. Checks must be in U.S. funds drawn against a U.S. Bank.

**Payment Form:** (circle one) Check American Express MasterCard Visa

Card Number |___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|

Expiration Date |___|___|-___|___|-___|___|___|___| CVV/CVC/CID Code_____

Cardholder Name (Print):_____

Cardholder Address if different than above:_____

Has any prior coverage been cancelled or non-renewed? _____ Yes _____ No

Name, Address and Relationship of all additional insured to be added to the policy:
1.) _____ 2.) _____ 3.) _____

_____ _____ _____

_____ _____ _____

*No coverage is bound until you receive a certificate of insurance and payment is made. Show Insurance reserves the right to return your payment and not bind coverage. Coverage and a certificate of insurance will be bound within 1 business day. This summary of coverage and exclusions is no substitute for reading the entire policy. To receive an entire policy, contact the program administrator. Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly provides false information on an application for insurance may be guilty of a crime, and may be subject to civil fines and criminal penalties. I certify that the above information is true and coverage is not applicable until notified by broker. I understand that this insurance policy does not cover any loss or damage to my products, materials and exhibit display while at the show or in transit to and from the show.*

Signature:_____

**Show Insurance, Inc.**
**30285 Bruce Industrial Parkway, Suite B**
**Solon, OH 44139**

**Online:** **www.showinsurance.com/metro**
**Fax:** **440-815-2154**
**Phone:** **440-349-6650**

# BIZBASH
# IDEAFEST NY

**October 30, 2013**
**Jacob Javits Convention Center**

**OFFICIAL SUPPLIER**

**Contact Jim Clark**
**609-395-4115**
**jclark@nmrevents.com**

NMR, 28 Abeel Road, Monroe Twp., NJ 08831 | Email:jclark@nmrevents.com |Fax Number 609.395.7142

**PLEASE ORDER BY: October 23, 2013**

| Equipment | Show Rate | Qty | Sub total |
|---|---|---|---|
| **STANDARD LCD DISPLAYS** | | | |
| 24" Samsung LCD 1080p 16:9 DISPLAY | $150.00 | | |
| 32" SAMSUNG LCD 1080p 16:9 DISPLAY | $250.00 | | |
| 40" NEC MULTEOS™ 1080p LCD 16:9 DISPLAY | $350.00 | | |
| 46" NEC MULTEOS™ 1080p LCD 16:9 DISPLAY | $450.00 | | |
| **LARGE LED DISPLAYS** | | | |
| 70" SHARP 1080p LED 3D 16:9 DISPLAY/TV | $1575.00 | | |
| 80" SHARP 1080p LED 16:9 HD DISPLAY/TV | $2150.00 | | |
| 90" SHARP 1080p LED 16:9 HD DISPLAY/TV | $4000.00 | | |
| **"NEW COMMERCIAL LED DISPLAYS - Ultrathin** | | | |
| SAMSUNG ME-32B 32" Edge-lit LED 1080p HDTV | $250.00 | | |
| SAMSUNG ME-40B 40" Edge-lit LED 1080p HDTV | $350.00 | | |
| SAMSUNG ME-46B 46" Edge-lit LED 1080p HDTV | $600.00 | | |
| SAMSUNG ME-55B 55" Edge-lit LED 1080p HDTV | $750.00 | | |
| SAMSUNG ME-65 65" LED 1080p LED 1080p HDTV | $1350.00 | | |
| **DESKTOP COMPUTER** | | | |
| LENOVO M57e SFF CORE 2 2.6G DESKTOP | $125.00 | | |
| LENOVO M91p SFF i7 2600 4G,320G HD DVD RW | $175.00 | | |
| **APPLE COMPUTER** | | | |
| APPLE MAC MINI CORE 2.4GHz,4G,32G,NVIDIA | $125.00 | | |
| **LAPTOP COMPUTER (HDMI)** | | | |
| LENOVO T61 2.1GHZ,3GB,160G,DVD,CD±RW,802g | $175.00 | | |
| LENOVO TP T520 i5 2.5GHz,4G,500G,WIDE | $225.00 | | |
| LENOVO TP W520 i7 2.2GHz,8G,500G,FULL HD | $275.00 | | |
| **TABLETS** | | | |
| APPLE iPAD2™ 64GB WiFi+G3 9.7" MULTI TOUCH | $125.00 | | |
| | | | |
| | | | |
| | | | |
| | | | |

| Equipment | Show Rate | Qty | Sub total |
|---|---|---|---|
| **SINGLE-TOUCH SCREEN DISPLAYS** | | | |
| 40" NEC MULTEOS™ 16:9 1080p TOUCH SCREEN | $625.00 | | |
| 46" NEC MULTEOS™ 16:9 1080p TOUCH SCREEN | $775.00 | | |
| **MULTI-TOUCH LCD DISPLAYS** | | | |
| 32" PLANAR Multi-Touch HD LCD (2pt) | $700.00 | | |
| 55" NEC P551 1080P LCD Multi-Touch Display (6 pt) | $1600.00 | | |
| 70" NEC 1080p LCD Multi-Touch DISPLAY (6pt) | $5000.00 | | |
| 103" PANASONIC Plasma w/Multi-Touch Overlay (6pt) | $9000.00 | | |
| **"NEW" COMMECIAL LED DISPLAYS *w/* MULTI-TOUCH *6-point OPTION*** | | | |
| H.P. 21.5" LED BACKLIT LCD 1080p Multi-Touch | | | |
| PLANAR PXL2430MW 24" LED 1080p TOUCH (2pt) | $450.00 | | |
| SAMSUNG ME-32B 32" LED 1080p Multi-Touch (6pt) | $600.00 | | |
| SAMSUNG ME-40B 40" LED 1080p Multi-Touch (6pt) | $900.00 | | |
| SAMSUNG ME-46B 46" LED 1080p Multi-Touch (6pt) | $1025.00 | | |
| SAMSUNG ME-55B 55" LED 1080p Multi-Touch (6pt) | $11200.00 | | |
| SAMSUNG ME-65 65" LED 1080p Multi-Touch (2-pt) | $1700.00 | | |
| **FLOOR STANDS** | | | |
| DUAL POST STAND : 32" – 61" w Black Stretch Fabric | $105.00 | | |
| "HEAVY DUTY" DUAL POST STAND: 62"-90" | $175.00 | | |
| **ALL-IN-ONE COMPUTER w/ Touchscreen Display** | | | |
| H.P. TOUCHSMART CORE™2 2.26G,4G,23",LCD | $325.00 | | |
| **SEAMLESS LCD PANEL** | Modular Video Wall | | |
| NEC X461un 46" 720p LCD SEAMLESS PANEL | $850.00 | | |
| | | | |
| **ADDITIONAL ITEMS** | | | |
| Small Sound Pkg- 1 Wireless Mic, Mixer, Pair of Spkrs | $400.00 | | |
| Pair of Jolly Speakers | $150.00 | | |
| DVD Player | $75.00 | | |
| LCD Video Projector | $600.00 | | |
| **BOOTH LIGHTING | CALL FOR PRICING | | |

Please Call for pricing and availability for any equipment not listed on this form

## COMMENTS

**BILLING INFO, ONSITE CONTACT & ORDER TOTALS ON NEXT PAGE**

## ORDER TOTALS

****Order is not confirmed until Confirmation Order # is sent back by NMR ****

| | |
|---|---|
| SHOW CODE (NMR use only) | BIZBASHNY13 |
| Equipment | |
| DELIVERY / PICK-UP MINIUMUM CHARGE | $295.00 |
| Installation /UNION FEE ***To be quoted, if applicable* | |
| SUB-TOTAL | |
| 8.85% SALES TAX | |
| GRAND TOTAL | |

**DELIVERY**

Delivery rate is $295 for all rentals up to $1000. Rentals more than $1000 must be quoted on a per order basis.

**INSTALLATION**

**A representative from your company must be on hand to sign for equipment.** Repeat deliveries and/or pick-ups are subject to an additional charge. Labor charges listed include initial delivery, installation, on-site service, and pick-up at your booth. **DRAYAGE NOT INCLUDED.**

**PAYMENT**

**NMR requires payment in full at the time your order is placed**. Payment includes but is not limited to Equipment Rental, Delivery and Tax.

**CREDIT CARD**

For your convenience, we will use this authorization to charge your credit card for your advance orders and any additional fees incurred as a result of on-site orders placed by your representative(s). These fees include any services provided by NMR, Inc. or charges we incur on your behalf.

**CANCELLATION**

Cancellation of rental equipment and services must be made 48 hours prior to delivery. No refunds will be made for any cancellations made less than 48 hours prior to delivery.

****UNION HANDLING & SET UP FEE *(if applicable)*****

Union fees will be based on local Union Jurisdiction and current rates. Delivery and Pickup times will also determine whether you are charged Straight Time, Overtime or Double Time. . Calculated rate will be sent back with your confirmation.

*Send order to:* NMR Staging & Events
28 Abeel Rd
Monroe Twp, NJ 08831

Or Fax to: (609) 395-7142
(ONLY CREDIT CARD ORDERS MAY BE PLACED BY FAX.)

* Notes: In venues where union participation is necessary, delivery and pickup times may vary depending upon availability of laborers.

## EXHIBITOR INFORMATION

Company Name: _____

Booth #: _____ Booth Location: _____

Ordered by: _____ Phone: _____

Set Up Date: ____/_____/_____ Set Up Time Range : ____:_____ AM PM thru ____:_____ AM PM

Pick Up Date: ____/_____/_____ Pick Up Time Range : ____:_____ AM PM thru ____:_____ AM PM

On-Site Contact Name: _____ On-Site Contact Cell #: _____

Address: _____

City: _____ State: _____ Zip _____

Authorized Signature: _____

## PAYMENT INFORMATION

**(All orders must be confirmed by NMR Confirmation #)**

Company Name: _____

Credit Card Number: _____ Exp. Date: _____/_____/_____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Authorized Signature: _____

Name on Card: _____

Email Address: _____

Ordered by: _____ Phone: _____ Fax: _____

☐ ☐ ☐ ☐ ☐

# TRADE SHOW DESIGN GUIDE 2012

CORT®
TRADE SHOW
FURNISHINGS
A Berkshire Hathaway Company

# WELCOME

Explore the new CORT Trade Show Furnishings design guide, featuring great collections to help create an exhibit that communicates your company's unique brand message.

CORT is the nation's leading provider of rental furnishings for the trade show and exhibit industry with an extensive selection of high-quality furnishings available nationwide. We provide flexible design options that bring your exhibit to life and make it easy to transform your space into a comfortable selling environment.



CORT® TRADE SHOW FURNISHINGS
A Berkshire Hathaway Company

Style & Service Delivered®

# DELIVERING TRADE SHOW SOLUTIONS YOU CAN COUNT ON.

# PREMIERE COLLECTIONS

SEE INDIVIDUAL CATEGORIES FOR DETAILED PRODUCT INFORMATION

## ROMA

NEW

CHR003

SFA003

## MIRABEL

NEW

SFA001

CHR001

4

## ALLEGRO

NEW

CHR002

SFA002

## KEY WEST

OCB

LSM

SOM

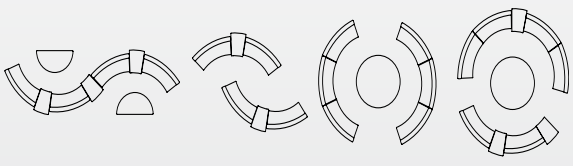
## SOUTH BEACH

OTS

SO1

SO2

Suggested Uses of South Beach



# MARRAKESH

SON

CHN

# LISBON

CHC

LSC

SOC

# ASTRO

CHQ

SOQ

# MEMPHIS

MPS

MPC

# NEWPORT

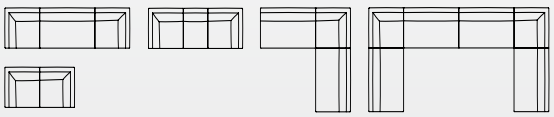
COD

LSD

SED

CHD

Suggested Uses of Newport



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# SOFAS & SECTIONALS

SFA003

SFA001

SFA002

SO1

SOC

SOQ

SON

SOM

MPS

SO2

SED



# LOVESEATS

LSD

LSM

LSC

### Sofas & Sectionals

**SFA003** Roma
White Vinyl
78"L 31"D 33"H

**SFA001** Mirabel
Brown Leather
76"L 35"D 32"H

**SFA002** Allegro
Blue Fabric
73"L 34.5"D 29.5"H

**SO1** South Beach Sofa
Platinum Suede
69"L 29"D 33"H

**SOC** Lisbon Sofa
Black Leather
88"L 36"D 34"H

**SOQ** Astro Sofa
Light Beige
83"L 36"D 29"H

**SON** Marrakesh Sofa
Light Beige
83"L 36"D 29"H

**SOM** Key West Sofa
Black
85"L 35"D 33"H

**MPS** Memphis Sofa
(Mini Size)
Black
55"L 31"D 28"H

**SO2** South Beach 3 pc.
Sectional Platinum Suede
152"L 40"D 33"H

**SED** Newport 3 pc. Sectional
Charcoal Leather
113"L 34"D 33"H

### Loveseats

**LSD** Newport Loveseat
Charcoal Leather
54"L 34"D 33"H

**LSM** Key West Loveseat
Black
57"L 35"D 33"H

**LSC** Lisbon Loveseat
Black Leather
64"L 36"D 34"H

# CLUB CHAIRS

CHR003

CHR001

CHR002

CHD

COD

CHC

MPC

CHQ

CHN

# OCCASIONAL CHAIRS

SCD

SCC

SCE

CH001

CCE

OCA

OCH

BCW

OCU

OCB

OCL

OCY

OCC

OCZ

OCR

7

### Club Chairs

**CHR003** Roma
White Vinyl
37"L 31"D 33"H

**CHR001** Mirabel
Brown Leather
36"L 35"D 32"H

**CHR002** Allegro
Blue Fabric
36"L 34.5"D 29.5"H

**CHD** Newport Armless Chair
Charcoal Leather
24"L 34"D 33"H

**COD** Newport Corner
Charcoal Leather
34"L 34"D 33"H

**CHC** Lisbon Chair
Black Leather
40"L 36"D 34"H

**MPC** Memphis Chair
(Mini Size) Black
27.25"L 31.75"D 27.5"H

**CHQ** Astro Chair
Light Beige
36"L 36"D 29"H

**CHN** Marrakesh Chair
Light Beige
34"L 37"D 38"H

### Occasional Chairs

**SCD** Fusion Chair
Green, White
19"L 21"D 32"H

**SCC** Fusion Chair
Clear, White
19"L 21"D 32"H

**SCE** Fusion Chair
Red, White
19"L 21"D 32"H

**CH001** Casper Chair
Clear Acrylic
21"L 21"D 36.5"H

**CCE** Ice Chair
Transparent, Chrome
17.25"L 20"D 32"H

**OCA** T-Vac Chair
Translucent, Chrome
25"L 23"D 30"H

**OCH** Madrid Chair
Black Leather
30"L 30"D 31"H

**BCW** Madrid Chair
White Leather
30"L 30"D 31"H

**OCU** Globus Chair
White Vinyl, Chrome
28"L 26"D 28"H

**OCB** Key West Tub Chair
Black
31"L 31"D 31"H

**OCL** Cappuccino Chair
Chocolate
29"L 29"D 34"H

Stage Chair
24"L 26"D 36"H
**OCY** Onyx
**OCC** Camel
**OCZ** Beige
**OCR** Red

# OTTOMANS

VIB01

VIB02

VIB03

VIB04

VIB05

VIB06

VIB07

PUZ2SW

OTS

OTQ

OTN

OTP

OTM

OSA

OSB

OTK

OTL

CCZ

CCB

CCW

OTH

OSC

8

**Ottomans**

Vibe Cube Ottoman
Waterproof
18"L 18"D 18"H
**VIB01** Green Vinyl
**VIB02** Blue Vinyl
**VIB03** Pink Vinyl
**VIB04** Red Vinyl
**VIB05** Yellow Vinyl
**VIB06** Gold/Bronze Vinyl
**VIB07** Champagne Vinyl

**PUZ2SW** Puzzle Bench Ottoman
White
48"L 24"D 18"H

**OTS** South Beach Ottoman
Wedge, Platinum Suede
25"L 31"D 18"H

**OTQ** Square Ottoman
White Leather
40"L 40"D 17"H

**OTN** Bench Ottoman
White Leather
24"L 60"D 17"H

**OTP** Square Ottoman
Black Leather
40"L 40"D 17"H

**OTM** Bench Ottoman
Black Leather
24"L 60"D 17"H

**OSA** Oval Ottoman
Black Leather
52"L 32"D 19"H

**OSB** Oval Ottoman
White Leather
52"L 32"D 19"H

**OTK** Half Round Ottoman
Black Leather
6' L 3'D 17"H

**OTL** Half Round Ottoman
White Leather
6'L 3'D 17"H

**CCZ** Circle Ottoman
Black, White Leather
6'L 6'D 17"H

**CCB** Circle Ottoman
Black Leather
6'L 6'D 17"H

**CCW** Circle Ottoman
White Leather
6'L 6'D 17"H

**OTH** Cube
Black Leather
17"L 17"D 18"H

**OSC** Cube
White Leather
17"L 17"D 18"H

# OCCASIONAL COCKTAIL TABLES

COLI

C1E

C1D

C1K

C1F

C1C

C1W

C1Y

# OCCASIONAL END TABLES

EOLI

E1E

E1D

E1K

E1F

E1C

E1W

E1Y

9

**Occasional Cocktail Tables**

**COLI** Oliver Cocktail Table
47"L 27"D 19"H

**C1E** Silverado Table
36" Round 17"H

**C1D** Soho Table
Steel Base, Chocolate Top
38"L 38"D 18.5"H

**C1K** Inspiration Table
42"L 28"D 18"H

**C1F** Geo Rectangle Table
Glass, Black
50"L 22"D 16"H

**C1C** Geo Rectangle Table
Glass, Chrome
50"L 22"D 16"H

**C1W** Sydney Table
White
48"L 26"D 18"H

**C1Y** Sydney Table
Black
48"L 26"D 18"H

**Occasional End Tables**

**EOLI** Oliver End Table
22" Round 22"H

**E1E** Silverado End Table
24" Round 22"H

**E1D** Soho End Table
Steel Base, Chocolate Top
26"L 26"D 27"H

**E1K** Inspiration End Table
24"L 28"D 22"H

**E1F** Geo End Table
Glass, Black
26"L 26"D 20"H

**E1C** Geo End Table
Glass, Chrome
26"L 26"D 20"H

**E1W** Sydney End Table
White
27"L 23"D 22"H

**E1Y** Sydney End Table
Black
27"L 23"D 22"H

# CONFERENCE TABLES

OCT6W

CG1

CE1

CF1

CF2

CE2

6'–CB2

8'–CB3

6'–CD2

8'–CD3

6'–CC6
8'–CC7
10'–CC8

6'–CT06GR
8'–C508GR
10'–CT10GR

CB1

CD1

10

CC5

# SAMPLE CONFERENCE SETS

## Conference Tables

**OCT6W** Nova Oval Table
6' White, Silver Powder Coated Legs
71"L 35.5"D 29"H

**CG1** Manhattan Table
Glass, Black
42" Round 29"H

**CE1** Geo Table
Square Rounded Glass, Chrome
42"L 42"D 29"H

**CF1** Geo Table
Square Rounded Glass, Black
42"L 42"D 29"H

**CF2** Geo Table
Rectangle Glass, Black
60"L 36"D 29"H

**CE2** Geo Table
Rectangle Glass, Chrome
60"L 36"D 29"H

**CB2** Table
6' Graphite Nebula
72"L 36"D 29"H

**CB3** Table
8' Graphite Nebula
96"L 36"D 29"H

**CD2** Table
6' Grey Nebula
72"L 36"D 29"H

**CD3** Table
8' Grey Nebula
96"L 36"D 29"H

**CC6** Table
6' Mahogany
72"L 36"D 29"H

**CC7** Table
8' Mahogany
96"L 48"D 29"H

**CC8** Table
10' Mahogany
120"L 48"D 29"H

**CT06GR** Table
6' Granite
72"L 36"D 29"H

**C508GR** Table
8' Granite
96"L 44"D 29"H

**CT10GR** Table
10' Granite
120"L 46"D 29"H

**CB1** Table
Graphite Nebula
42"Round 29"H

**CD1** Table
Grey Nebula
42" Round 29"H

**CC5** Table
Mahogany
42" Round 29"H

# CONFERENCE CHAIRS

SC9

SC8

SC1

SC4

SC6

SC2

SC3

SC5

CO4

XC3

XC6

CS8

CS9

# EXECUTIVE CHAIRS

XC2

XC1

XC5

XC4

OTO

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**Conference Chairs**

**SC9** Panton Chair
White
20"L 24"D 33"H

**SC6** Manhattan Chair
Oyster
26"L 22"D 34"H

**SC8** Flex Chair With Wheels
24"L 22"D 31"H

**SC2** Brewer Chair
Grey, Chrome
20"L 20"D 32"H

**SC1** New York Chair
Onyx Seat, Maple Back, Chrome Legs
23"L 32"D 33"H

**SC3** Brewer Chair
Onyx, Black
20"L 20"D 32"H

**SC4** Jetson Chair
Black
19"L 18"D 31"H

**SC5** Tilt Executive Chair
With Arms, Onyx, Black
26"L 25"D 34"H

**CO4** Iso Mesh Chair
Black
26"L 24"D 38"H

**XC3** Luxor Guest Chair
Black Leather
27"L 28"D 40"H

**XC6** Altura Guest Chair
Black Crepe
25"L 20"D 34"H

**CS8** Berlin Chair
Black
18"L 22"D 32"H

**CS9** Berlin Chair
Red
18"L 22"D 32"H

**Executive Chairs**

**XC2** Luxor Executive Chair
Mid Back, Black Leather
27"L 28"D 41"H Adjustable

**XC1** Luxor Executive Chair
High Back, Black Leather
27"L 28"D 47"H Adjustable

**XC5** Altura Executive Chair
Mid Back, Black Crepe
25"L 25"D 37"H Adjustable

**XC4** Altura Executive Chair
High Back, Black Crepe
25"L 25"D 43"H Adjustable

**OTO** Perth Chair
High Back, Black
23"L 21"D 43"H Adjustable

# BAR TABLES

30"–VTK
36"–VTP

30"–VTJ
36"–VTN

VTM

30MHSB

VTF

VTB

VTC

30"–WTK
36"–WTP

30"–WTJ
36"–WTN

WTM

30MHTB

WTF

WTB

WTC

12

# TABLE TOP OPTIONS

MAHOGANY

MAPLE

GREY NEBULA

GRAPHITE NEBULA

**Bar Tables**

Standard Black Base
30" Round 42"H
**VTK** Maple Top
**VTJ** Graphite Nebula Top
**30MHSB** Mahogany Top
**VTF** Metallic Silver Top
**VTB** Brushed Red Top
**VTC** Brushed Blue Top

Standard Black Base
36" Round 42"H
**VTP** Maple Top
**VTN** Graphite Nebula Top
**VTM** Grey Nebula Top

Tulip Chrome Base
30" Round 42"H
**WTK** Maple Top
**WTJ** Graphite Nebula Top
**30MHTB** Mahogany Top
**WTF** Metallic Silver Top
**WTB** Brushed Red Top
**WTC** Brushed Blue Top

Tulip Chrome Base
36" Round 42"H
**WTP** Maple Top
**WTN** Graphite Nebula Top
**WTM** Grey Nebula Top

# CAFE TABLES

30"–ZTK
36"–ZTP

30"–ZTJ
36"–ZTN

ZTM

30MHSC

ZTF

ZTB

ZTC

30"–XTK
36"–XTP

30"–XTJ
36"–XTN

XTM

30MHTC

XTF

XTB

XTC

BRUSHED
RED

BRUSHED
BLUE


METALLIC
SILVER

13

# SAMPLE BAR TABLE SETS

BSD, WTF

BSS, WTB

BSL, VTK

BSN, VTJ

### Cafe Tables

Standard Black Base
30" Round 29"H
**ZTK** Maple Top
**ZTJ** Graphite Nebula Top
**30MHSC** Mahogany Top
**ZTF** Metallic Silver Top
**ZTB** Brushed Red Top
**ZTC** Brushed Blue Top

Standard Black Base
36" Round 29"H
**ZTP** Maple Top
**ZTN** Graphite Nebula Top
**ZTM** Grey Nebula Top

Tulip Chrome Base
30" Round 29"H
**XTK** Maple Top
**XTJ** Graphite Nebula Top
**30MHTC** Mahogany Top
**XTF** Metallic Silver Top
**XTB** Brushed Red Top
**XTC** Brushed Blue Top

Tulip Chrome Base
36" Round 29"H
**XTP** Maple Top
**XTN** Graphite Nebula Top
**XTM** Grey Nebula Top

### Sample Bar Table Sets

**BSD** Oslo Barstool
Blue
17"L 20"D 30"H

**WTF** Bar Table
Tulip Chrome Base
Metallic Silver Top
30" Round 42"H

**BSS** Banana Barstool
Black, Chrome
21"L 22"D 30"H

**WTB** Bar Table
Tulip Chrome Base
Brushed Red Top
30" Round 42"H

**BSL** Gin Barstool
Maple, Chrome
16"L 16"D 29"H

**VTK** Bar Table
Standard Black Base
Maple Top
30" Round 42"H

**BSN** Jetson Barstool
Black
18"L 19"D 29"H

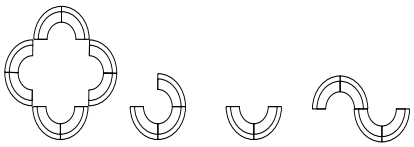
**VTJ** Bar Table
Standard Black Base
Graphite Nebula Top
30" Round 42"H

# BARS

BR1

BRC

Suggested Uses of Martini Bar



# BAR STOOLS

BS001

BS002

BS3

BS1

BS2

BST

BSS

BCE

BSD

BSC

BSL

BSN

14

**Bars**

**BRC** Circle Martini Bar
Comprised of three
BR1 Martini Bars
100"L 100"D 47"H

**BR1** Martini Bar
50"L 50"D 47"H

**Bar Stools**

**BS001** Shark Swivel
Barstool
White Plastic w/ Arms,
Chrome Base
22"L 19"D 34"–44"H

**BS002** Zoey Swivel Barstool
White Vinyl, Chrome Base
15"L 17"D 31"–35"H

**BS3** Ohio Barstool
Grey, Chrome
18" Round 31"H Adjustable

**BS1** Ohio Barstool
Red, Chrome
18" Round 31"H Adjustable

**BS2** Ohio Barstool
Black, Chrome
18" Round 31"H Adjustable

**BST** Banana Barstool
White, Chrome
21"L 22"D 30"H

**BSS** Banana Barstool
Black, Chrome
21"L 22"D 30"H

**BCE** Ice Barstool
Transparent, Chrome
16.75"L 16"D 37.75"H

**BSD** Oslo Barstool
Blue
17"L 20"D 30"H

**BSC** Oslo Barstool
White
17"L 20"D 30"H

**BSL** Gin Barstool
Maple, Chrome
16"L 16"D 29"H

**BSN** Jetson Barstool
Black
18"L 19"D 29"H

# TRAINING ROOM

CP5

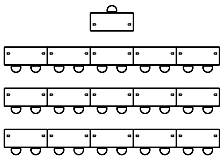
PO3

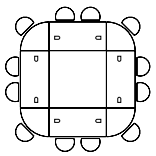
PO1

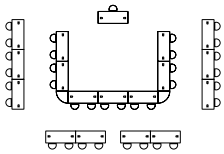
WD2

CP3, CP4

Suggested Uses of Training Table and Connecting Wedge







# UTILITY CHAIRS

SY1

DF1

15

**Training Room**

**CP5** Computer Table
Graphite Nebula
36"L 30"D 42"H

**PO3** Kiosk
Black, Maple
24"L 21"D 42"H

**PO1** Lecturn Podium
Cherry
24"L 19"D 50"H

**WD2** Writing Desk
Graphite
48"L 24"D 30"H

**CP3** Training Table
Wire Grommets,
Privacy Panel, Grey
48"L 24"D 30"H

**CP4** Connector Wedge
Matches Training Table
24"L 24"D 1"H

**Utility Chairs**

**SY1** Altura Task Chair
Black Crepe
25"L 26"D 21"H

**DF1** Altura Drafting Stool
Black Crepe
25"L 26"D 34"H

# LAMPS

# BOOKCASES & PRODUCT DISPLAYS

BC6

BC7

PDL

ET2

ET1

16

**Lamps**

**LA15** Mason Floor Lamp
Brushed Silver
18" Round 55"H

**LA14** Mason Table Lamp
Brushed Silver
16" Round 26"H

**TRW** Trovato LED Floor Lamp
White
7"L 7"D 72"H

**TRH** Trovato Table Lamp
White
7"L 7"D 26"H

**Bookcases & Product Displays**

Plastic Pedestal
Black
**PMB36** 24"L 24"D 36"H
**PMB42** 24"L 24"D 42"H

**BC6** Bookcase
Mahogany
36"L 13"D 71"H

**BC7** Bookcase
Graphite
36"L 13"D 71"H

**PDL** Locking Door Pedestal
Black
24"L 24"D 42"H

**ET2** Etagere
Black
30"L 16"D 70"H

**ET1** Etagere
Pewter
30"L 16"D 70"H

# DESKS & CREDENZAS

JD6

JD7

CR6

CR7

# FILES

VF4

VF2

L26

L27

# FRIDGES

R1R

R1Q

17

**Desks & Credenzas**

**JD6** Executive Desk
Mahogany
60"L 30"D 29"H

**JD7** Executive Desk
Graphite
60"L 30"D 29"H

**CR6** Credenza
Mahogany
72"L 24"D 29"H

**CR7** Credenza
Graphite
72"L 24"D 29"H

**Files**

**VF4** Vertical File
4 Drawer
27"L 19"D 52"H

**VF2** Vertical File
2 Drawer
27"L 19"D 28"H

**L26** Lateral File
Mahogany
36"L 20"D 29"H

**L27** Lateral File
Graphite
36"L 20"D 29"H

**Fridges**

**R1R** Refrigerator
White
14.0 cubic feet
20"L 30"D 65"H

**R1Q** Refrigerator
White
4.0 cubic feet
20"L 22"D 33"H

NEW

## FUSION

Contemporary white-framed occasional chair available with a green, clear or red seat back

18

## ROMA

Modern white vinyl club chair available with a coordinating sofa

## SHARK

Sleek white swivel barstool with adjustable chrome base

# MAKE YOUR SPACE UNIQUE

WITH STYLISH FURNISHINGS TO SET YOUR BOOTH APART.

**ALLEGRO**
10' x 10' Booth

**KEYWEST**
10' x 10' Booth

**MEMPHIS**
10' x 10' Booth

**ROMA**
10' x 10' Booth

**Noticeably Superior Solutions**

24 hours a day, 7 days a week, 365 days a year

**Nationwide Service**

CORT Trade Show Furnishings is proud to offer this collection of the highest quality, design-oriented furnishings. Our nationwide distribution and professional staff is dedicated to the success of your exhibit. Make CORT Trade Show Furnishings your furniture solution.

CORT®
TRADE SHOW
FURNISHINGS
A Berkshire Hathaway Company

1.888.CORT.YES

| CODE | QTY | ITEM | DESCRIPTION | 2012 | EXTENDED |
|---|---|---|---|---|---|
| | | | ***Occasional Cocktail & End Table's*** | | |
| C1 W | | COCKTAIL TABLE | SYDNEY, WHITE TOP | $ 212 | $ - |
| C1 Y | | COCKTAIL TABLE | SYDNEY, BLACK TOP | $ 212 | $ - |
| C1 E | | COCKTAIL TABLE | SILVERADO, GLASS TOP | $ 197 | $ - |
| C1 D | | COCKTAIL TABLE | SOHO, CHOCOLATE TOP | $ 281 | $ - |
| C1 K | | COCKTAIL TABLE | INSPIRATION, GLASS TOP | $ 226 | $ - |
| C1 F | | COCKTAIL TABLE | GEO, BLACK, GLASS TOP | $ 180 | $ - |
| C1 C | | COCKTAIL TABLE | GEO, CHROME, GLASS TOP | $ 186 | $ - |
| COLI | | Cocktail Table | Oliver Cocktail Table | $ 180 | $ - |
| E1 W | | END TABLE | SYDNEY, WHITE TOP | $ 191 | $ - |
| E1 Y | | END TABLE | SYDNEY, BLACK TOP | $ 191 | $ - |
| E1 E | | END TABLE | SILVERADO, GLASS TOP | $ 186 | $ - |
| E1 D | | END TABLE | SOHO, CHOCOLATE TOP | $ 253 | $ - |
| E1 K | | END TABLE | INSPIRATION, GLASS TOP | $ 215 | $ - |
| E1 F | | END TABLE | GEO, BLACK, GLASS TOP | $ 169 | $ - |
| E1 C | | END TABLE | GEO, CHROME, GLASS TOP | $ 174 | $ - |
| EOLI | | END TABLE | Oliver End Table | $ 160 | $ - |
| | | | ***Café Tables*** | | |
| ZT K | | CAFÉ TABLE | MAPLE, STANDARD BASE | $ 151 | $ - |
| ZT P | | CAFÉ TABLE | MAPLE 36" TOP, STANDARD BASE | $ 168 | $ - |
| ZT J | | CAFÉ TABLE | GRAPHITE NEBULA, STANDARD BASE | $ 151 | $ - |
| ZT N | | CAFÉ TABLE | GRAPHITE NEBULA 36" TOP, STANDARD | $ 168 | $ - |
| ZT M | | CAFÉ TABLE | GREY NEBULA 36" TOP, STANDARD | $ 168 | $ - |
| ZT F | | CAFÉ TABLE | SILVER METALIC, STANDARD BASE | $ 171 | $ - |
| ZT B | | CAFÉ TABLE | BRUSHED RED, STANDARD BASE | $ 151 | $ - |
| ZT C | | CAFÉ TABLE | BRUSHED BLUE, STANDARD BASE | $ 151 | $ - |
| 30MHSC | | CAFE TABLE | Mahogany with Black Base | $ 208 | $ - |
| 30MHTC | | CAFE TABLE | Mahogany with Tulip Chrome Base | $ 226 | $ - |
| XT K | | CAFÉ TABLE | MAPLE, TULIP CHROME BASE | $ 208 | $ - |
| XT P | | CAFÉ TABLE | MAPLE 36" TOP, TULIP BASE | $ 229 | $ - |
| XT J | | CAFÉ TABLE | GRAPHITE NEBULA, TULIP BASE | $ 208 | $ - |
| XT N | | CAFÉ TABLE | GRAPHITE NEBULA 36" TOP, TULIP | $ 226 | $ - |
| XT M | | CAFÉ TABLE | GREY NEBULA 36" TOP, TULIP BASE | $ 226 | $ - |
| XT F | | CAFÉ TABLE | SILVER METALIC, TULIP BASE | $ 230 | $ - |
| XT B | | CAFÉ TABLE | BRUSHED RED, TULIP BASE | $ 208 | $ - |
| XT C | | CAFÉ TABLE | BRUSHED BLUE, TULIP BASE | $ 208 | $ - |
| | | | ***Bar Table's*** | | |
| VT K | | BAR TABLE | MAPLE, STANDARD BASE | $ 174 | $ - |
| VT P | | BAR TABLE | MAPLE 36" TOP, STANDARD BASE | $ 180 | $ - |
| VT J | | BAR TABLE | GRAPHITE NEBULA, STANDARD BASE | $ 174 | $ - |
| VT N | | BAR TABLE | GRAPHITE NEBULA 36" TOP, STANDARD | $ 180 | $ - |
| VT M | | BAR TABLE | GREY NEBULA 36" TOP, STANDARD | $ 180 | $ - |
| VT F | | BAR TABLE | SILVER METALIC, STANDARD BASE | $ 197 | $ - |
| VT B | | BAR TABLE | BRUSHED RED, STANDARD BASE | $ 174 | $ - |
| VT C | | BAR TABLE | BRUSHED BLUE, STANDARD BASE | $ 174 | $ - |
| 30MHSB | | BAR TABLE | Mahogany with Black Base | $ 217 | $ - |
| 30MHTB | | BAR TABLE | Mahogany with Tulip Chrome Base | $ 243 | $ - |
| WT K | | BAR TABLE | MAPLE, TULIP CHROME BASE | $ 221 | $ - |
| WT P | | BAR TABLE | MAPLE 36" TOP, TULIP BASE | $ 243 | $ - |
| WT J | | BAR TABLE | GRAPHITE NEBULA, TULIP BASE | $ 221 | $ - |
| WT N | | BAR TABLE | GRAPHITE NEBULA 36" TOP, TULIP | $ 243 | $ - |
| WT M | | BAR TABLE | GREY NEBULA 36" TOP, TULIP BASE | $ 243 | $ - |
| WT F | | BAR TABLE | SILVER METALIC, TULIP BASE | $ 243 | $ - |
| WT B | | BAR TABLE | BRUSHED RED, TULIP BASE | $ 221 | $ - |
| WT C | | BAR TABLE | BRUSHED BLUE, TULIP BASE | $ 221 | $ - |
| | | | ***Training Room*** | | |
| CP 5 | | COMPUTER TABLE | GRAPHITE NEBULA | $ 290 | $ - |
| PO 3 | | KIOSK | BLACK & MAPLE | $ 348 | $ - |
| PO 1 | | PODIUM | LECTURN, CHERRY | $ 221 | $ - |
| CP 3 | | TRAINING TABLE | WIRE SYSTEM & PRIVACY PANAL, GREY | $ 242 | $ - |
| CP 4 | | TRAINING TABLE | CONNECTOR CORNER WEDGE | $ 110 | $ - |
| WD 2 | | WRITING DESK | GRAPHITE | $ 255 | $ - |

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| CODE | QTY | ITEM | DESCRIPTION | 2012 | EXTENDED |
|---|---|---|---|---|---|
| | | | ***Conference Chair's, Stacking & Utility Seating*** | | |
| SC 9 | | SIDE CHAIR | PANTON, WHITE | $ 140 | $ - |
| SC 8 | | SIDE CHAIR | FLEX, WITH WHEELS | $ 116 | $ - |
| SC 1 | | SIDE CHAIR | NEW YORK, ONYX & MAPLE | $ 133 | $ - |
| SC 4 | | SIDE CHAIR | JETSON, BLACK | $ 133 | $ - |
| SC 6 | | SIDE CHAIR | MANHATTAN, OYSTER | $ 162 | $ - |
| SC 2 | | SIDE CHAIR | BREWER, GREY, CHROME BASE | $ 124 | $ - |
| SC 3 | | SIDE CHAIR | BREWER, ONYX, CHROME BASE | $ 124 | $ - |
| SC 5 | | SIDE CHAIR | TILT EXECUTIVE, ONYZ BLACK | $ 235 | $ - |
| CO 4 | | GUEST CHAIR | ISO MESH, BLACK | $ 221 | $ - |
| XC 3 | | GUEST CHAIR | LUXOR, BLACK LEATHER | $ 261 | $ - |
| XC 2 | | MID BACK EXECUTIVE | LUXOR, BLACK LEATHER | $ 284 | $ - |
| XC 1 | | HIGH BACK EXECUTIVE | LUXOR, BLACK LEATHER | $ 302 | $ - |
| XC 6 | | GUEST CHAIR | ALTURA, BLACK CLOTH | $ 232 | $ - |
| XC 5 | | MID BACK EXECUTIVE | ALTURA, BLACK CLOTH | $ 255 | $ - |
| XC 4 | | HIGH BACK EXECUTIVE | ALTURA, BLACK CLOTH | $ 278 | $ - |
| OTO | | HIGH BACK EXECUTIVE | OTTO, BLACK LEATHER | $ 318 | $ - |
| CS 8 | | STACK CHAIR | BERLIN, BLACK & WHITE | $ 81 | $ - |
| CS 9 | | STACK CHAIR | BERLIN, RED & WHITE | $ 81 | $ - |
| SY 1 | | TASK CHAIR | ALTURA, BLACK CLOTH | $ 145 | $ - |
| DF 1 | | DRAFTING STOOL | ALTURA, BLACK CLOTH | $ 215 | $ - |
| | | | ***Desk's, Bookcase's, Credenza's & File's*** | | |
| JD 6 | | EXECUTIVE DESK | MAHOGANY | $ 406 | $ - |
| JD 7 | | EXECUTIVE DESK | GRAPHITE | $ 388 | $ - |
| CR 6 | | CREDENZA | MAHOGANY, STORAGE | $ 406 | $ - |
| CR 7 | | CREDENZA | GRAPHITE, STORAGE | $ 383 | $ - |
| BC 6 | | BOOKCASE | MAHOGANY, 72" | $ 248 | $ - |
| BC 7 | | BOOKCASE | GRAPHITE, 72" | $ 243 | $ - |
| L2 6 | | LATERIAL FILE | MAHOGANY | $ 308 | $ - |
| L2 7 | | LATERIAL FILE | GRAPHITE | $ 297 | $ - |
| VF 4 | | VERTICAL FILE | 4 DRAWER, METAL | $ 191 | $ - |
| VF 2 | | VERTICAL FILE | 2 DRAWER, METAL | $ 140 | $ - |
| | | | ***Conference Table's*** | | |
| CE 2 | | CONFERENCE TABLE | GEO, RECTANGLE CHROME, GLASS | $ 302 | $ - |
| CF 2 | | CONFERENCE TABLE | GEO, RECTANGLE BLACK, GLASS | $ 290 | $ - |
| CE 1 | | CONFERENCE TABLE | GEO, SQUARE CHROME, GLASS | $ 208 | $ - |
| CF 1 | | CONFERENCE TABLE | GEO, SQUARE BLACK, GLASS | $ 197 | $ - |
| CG 1 | | CONFERENCE TABLE | MANHATTAN, GLASS, BLACK | $ 214 | $ - |
| CB 2 | | CONFERENCE TABLE | 6" GRAPHITE NEBULA | $ 234 | $ - |
| CB 3 | | CONFERENCE TABLE | 8" GRAPHITE NEBULA | $ 394 | $ - |
| CD 2 | | CONFERENCE TABLE | 6' GREY NEBULA | $ 324 | $ - |
| CD 3 | | CONFERENCE TABLE | 8' GREY NEBULA | $ 394 | $ - |
| CC 5 | | CONFERENCE TABLE | 42" ROUND MAHOGANY | $ 266 | $ - |
| CC 6 | | CONFERENCE TABLE | 6' MAHOGANY | $ 301 | $ - |
| CC 7 | | CONFERENCE TABLE | 8' MAHOGANY | $ 371 | $ - |
| CC 8 | | CONFERENCE TABLE | 10' MAHOGANY | $ 591 | $ - |
| CB 1 | | CONFERENCE TABLE | 42" ROUND GRAPHITE NEBULA | $ 267 | $ - |
| CD 1 | | CONFERENCE TABLE | 42" ROUND GREY NEBULA | $ 267 | $ - |
| CT06GR | | CONFERENCE TABLE | Conf Table, Granite, 6-Foot | $ 234 | $ - |
| CT08GR | | CONFERENCE TABLE | Conf Table, Granite, 8-Foot | $ 284 | $ - |
| CT10GR | | CONFERENCE TABLE | Conf Table, Granite, 10-Foot | $ 426 | $ - |
| OCT6W | | Conference Table | /a Oval Conference Table, White w/Chrom | $ 397 | $ - |
| | | | ***Product Display's, Lamps, & Refrigerators*** | | |
| ET 2 | | ETAGERE | BLACK | $ 249 | $ - |
| ET 1 | | ETAGERE | SILVER | $ 249 | $ - |
| PMB36 | | Pedestals | Molded Plastic Pedestal, 24"x36" | $ 288 | $ - |
| PMB42 | | Pedestals | Molded Plastic Pedestal, 24"x42" | $ 340 | $ - |
| PD L | | PEDESTAL | LOCKING, BLACK | $ 332 | $ - |
| TRW | | Lamp | Trovato Floor Lamp - White | $ 108 | $ - |
| TRH | | Lamp | Trovato Table Lamp - White | $ 160 | $ - |
| LA15 | | Lamp | Mason Floor Lamp - Brushed Silver | $ 160 | $ - |
| LA14 | | Lamp | Mason Table Lamp - Brushed Silver | $ 108 | $ - |
| R1 R | | REFRIGERATOR | 14.0 CUBIC, WHITE | $ 609 | $ - |
| R1 Q | | REFRIGERATOR | 4.0 CUBIC, WHITE | $ 203 | $ - |

| ORDER INFORMATION | | PAYMENT INFORMATION | | DELIVERY INFORMATION |
|---|---|---|---|---|
| EXHIBITING COMPANY: | | ORDER TOTAL: | $ - | SHOW NAME: |
| ADDRESS: | | LATE ORDER FEE (ADD 30%): | $ - | BOOTH NUMBER (S) |
| | | STATE TAX: (EXCLUDING NV & CA) | $ - | VENUE: |
| PHONE: | FAX: | TOTAL DUE: | $ - | SHOW DATE: |
| CONTACT: | | CREDIT CARD: | | CORT TRADE SHOW FURNISHINGS a Berkshire Hathaway Company |
| EMAIL ADDRESS: | | SIGNATURE: | EXP: | |
| AUTHORIZED BY: | | NAME: (PRINT) | | |

| CODE | QTY | ITEM | DESCRIPTION | 2012 | EXTENDED |
|---|---|---|---|---|---|
| ***Sofa's, Sectional's, Loveseat's & Chair's*** | | | | | |
| SO 1 | | SOFA (ONLY) | SOUTH BEACH, PLATINUM SUEDE | $ 467 | $ - |
| SO 2 | | 3 PIECE SECTIONAL | SOUTH BEACH, PLATINUM SUEDE | $ 1,019 | $ - |
| SO C | | SOFA | LISBON, BLACK LEATHER | $ 541 | $ - |
| LS C | | LOVESEAT | LISBON, BLACK LEATHER | $ 488 | $ - |
| CH C | | CHAIR | LISBON, BLACK LEATHER | $ 359 | $ - |
| SO Q | | SOFA | ASTRO, CREAM SUEDE | $ 504 | $ - |
| CH Q | | CHAIR | ASTRO, CREAM SUEDE | $ 333 | $ - |
| SO N | | SOFA | MARRAKESH | $ 440 | $ - |
| CH N | | CHAIR | MARRAKESH | $ 312 | $ - |
| SFA002 | | SOFA | Allegro Sofa, Blue Fabric | $ 492 | $ - |
| CHR002 | | CHAIR | Allegro Chair, Blue Fabric | $ 332 | $ - |
| SFA003 | | SOFA | Roma Sofa - White Vinyl | $ 592 | $ - |
| CHR003 | | CHAIR | Roma Chair, White Vinyl | $ 386 | $ - |
| SFA001 | | SOFA | Mirabel Sofa, Brown Leather | $ 592 | $ - |
| CHR001 | | CHAIR | Mirabel Chair, Brown Leather | $ 386 | $ - |
| SO M | | SOFA | KEY WEST, BLACK | $ 412 | $ - |
| LS M | | LOVESEAT | KEY WEST, BLACK | $ 365 | $ - |
| SE D | | 3 PIECE SECTIONAL | NEWPORT, CHARCOAL LEATHER | $ 1,052 | $ - |
| LS D | | LOVESEAT | NEWPORT, CHARCOAL LEATHER | $ 470 | $ - |
| CH D | | ARMLESS CHAIR | NEWPORT, CHARCOAL LEATHER | $ 259 | $ - |
| CO D | | CORNER CHAIR | NEWPORT, CHARCOAL LEATHER | $ 323 | $ - |
| MP S | | SOFA (MINATURE) | MEMPHIS, BLACK | $ 387 | $ - |
| MP C | | CHAIR (MINATURE) | MEMPHIS, BLACK | $ 275 | $ - |
| ***Bar's & Barstool's*** | | | | | |
| BC E | | BARSTOOL | ICE BARSTOOL, TRANSPARENT | $ 164 | $ - |
| BS N | | BARSTOOL | JETSON, BLACK | $ 200 | $ - |
| BS D | | BARSTOOL | OSLO, BLUE | $ 186 | $ - |
| BS C | | BARSTOOL | OSLO, WHITE | $ 186 | $ - |
| BS T | | BARSTOOL | BANANA, WHITE / CHROME LEG | $ 178 | $ - |
| BS S | | BARSTOOL | BANANA, BLACK / CHROME LEG | $ 178 | $ - |
| BS L | | BARSTOOL | GIN, MAPLE / CHROME LEG | $ 141 | $ - |
| BS 3 | | BARSTOOL | OHIO, GREY, CHROME LEG | $ 133 | $ - |
| BS 1 | | BARSTOOL | OHIO, RED / CHROME LEG | $ 133 | $ - |
| BS 2 | | BARSTOOL | OHIO, BLACK / CHROME LEG | $ 133 | $ - |
| BR C | | BAR, COUNTER CIRCLE | MARTINI BAR CIRCLE (3) | $ 2,911 | $ - |
| BR 1 | | BAR, COUNTER | MARTINI BAR | $ 1,011 | $ - |
| BS001 | | BARSTOOL | Shark Swivel Barstool | $ 232 | $ - |
| BS002 | | BARSTOOL | Zoey Swivel Barstool | $ 211 | $ - |

| CODE | QTY | ITEM | DESCRIPTION | 2012 | EXTENDED |
|---|---|---|---|---|---|
| ***Occasional Chair' & Ottoman's*** | | | | | |
| OC A | | OCCASIONAL CHAIR | T-VAC TRANSLUCIENT | $ 208 | $ - |
| OC H | | OCCASIONAL CHAIR | Madrid, Black | $ 563 | $ - |
| BCW | | OCCASIONAL CHAIR | Madrid, White | $ 562 | $ - |
| OC L | | OCCASIONAL CHAIR | CAPPUCCINO | $ 256 | $ - |
| OC U | | OCCASIONAL CHAIR | GLOBUS | $ 288 | $ - |
| CC E | | OCCASIONAL CHAIR | ICE, TRANSPARENT, CHROME | $ 154 | $ - |
| CH001 | | OCCASIONAL CHAIR | Casper Chair, Clear Acrylic | $ 134 | $ - |
| SCC | | OCCASIONAL CHAIR | Fusion - Clear/White | $ 102 | $ - |
| SCD | | OCCASIONAL CHAIR | Fusion - Green/White | $ 102 | $ - |
| SCE | | OCCASIONAL CHAIR | Fusion - Red/White | $ 102 | $ - |
| OC B | | TUB CHAIR | KEY WEST, BLACK | $ 299 | $ - |
| OC Y | | STAGE CHAIR | ONYX | $ 140 | $ - |
| OC C | | STAGE CHAIR | CAMEL | $ 140 | $ - |
| OC Z | | STAGE CHAIR | BEIGE | $ 140 | $ - |
| OC R | | STAGE CHAIR | RED | $ 140 | $ - |
| OT S | | WEDGE OTTOMAN | SOUTH BEACH, PLATINUM SUEDE | $ 180 | $ - |
| OS B | | OTTOMAN | OVAL, WHITE LEATHER | $ 223 | $ - |
| OT Q | | OTTOMAN | SQUARE, WHITE LEATHER | $ 248 | $ - |
| OT N | | OTTOMAN | BENCH, WHITE LEATHER | $ 278 | $ - |
| OT L | | OTTOMAN | HALF ROUND, WHITE LEATHER | $ 290 | $ - |
| OS A | | OTTOMAN | OVAL, BLACK LEATHER | $ 225 | $ - |
| OT P | | OTTOMAN | SQUARE, BLACK LEATHER | $ 249 | $ - |
| OT M | | OTTOMAN | BENCH, BLACK LEATHER | $ 278 | $ - |
| OT K | | OTTOMAN | HALF ROUND, BLACK LEATHER | $ 290 | $ - |
| CC Z | | OTTOMAN | LEATHER CIRCLE BLACK / WHITE | $ 452 | $ - |
| CC B | | OTTOMAN | LEATHER CIRCLE, BLACK | $ 452 | $ - |
| CC W | | OTTOMAN | LEATHER CIRCLE, WHITE | $ 452 | $ - |
| OT H | | OTTOMAN | CUBE, BLACK LEATHER | $ 84 | $ - |
| OS C | | OTTOMAN | CUBE, WHITE LEATHER | $ 84 | $ - |
| PUZ2SW | | OTTOMAN | Puzzle Bench | $ 232 | $ - |
| VIB02 | | OTTOMAN | Vibe Cube Ottoman - Blue Vinyl | $ 98 | $ - |
| VIB04 | | OTTOMAN | Vibe Cube Ottoman - Red Vinyl | $ 98 | $ - |
| VIB03 | | OTTOMAN | Vibe Cube Ottoman - Pink Vinyl | $ 98 | $ - |
| VIB05 | | OTTOMAN | Vibe Cube Ottoman - Yellow Vinyl | $ 98 | $ - |
| VIB07 | | OTTOMAN | Vibe Cube Ottoman - Champagne Vinyl | $ 98 | $ - |
| VIB01 | | OTTOMAN | Vibe Cube Ottoman - Green Vinyl | $ 98 | $ - |
| VIB06 | | OTTOMAN | Vibe Cube Ottoman - Gold/Bronze Vinyl | $ 98 | $ - |

**LATE ORDERS:**

- Orders received within 14-days prior to show opening wll incur a 30% late fee.

**CANCELLATIONS:**

- If cancelled within 14-days prior to move-in, a 50% charge will be applied.
- Cancellations made after move-in begins will receive no refund.

**PAYMENT:**

- All orders must be received with full payment no later than 14 days prior to the show.
- Payment may be made by credit card, or check on a U.S. Bank
- Additional drayage charges may apply from the Contractor. Refer to your Exhibitor Manual.

**Please fax or mail both copies to:**

**NEW YORK**

**550 Meadowlands Pkwy. #3**
**Secaucus, NJ 07094**

**PHONE: 201-392-0228 FAX: 201-392-0772**

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JAVITS CENTER
Marketplace for the World

BIZBASH

# *Order Forms Kit*

## *BIZBASH IDEAFEST*
## *October 30, 2013*

In order to service you better, please PRINT and use BLACK INK when filling out your order forms. You will find included:

### *Javits Utilities Order Forms:*

*Advance Rate Deadline: October 15, 2013*

*Attention Notice,* Service Order Payment, Floor Plan Layout, Lighting Fixture Choices, Electrical/Video Equipment, Cleaning, Plumbing and Telecommunications.

### *Javits Concierge Information:*

*Restaurant* Reservations, New York City general information.
The Javits Concierge is also able to assist our guests with recommendations for local attractions.

### *Centerplate:*

Welcome Notice, Catering Order Form

### *FedEx Kinko's Forms:*

Welcome Notice, My Needs, Service Pricing, Conference Rooms & Work Station Rental.

### *SuperShuttle / Golden Touch Information:*

Airport Transportation, website information.
SuperShuttle provides airport transportation as well as transportation to any destination in the NYC area.

### *Special Notice:*

Shipping Freight information.

JAVITS CENTER
Marketplace for the World

# Attention Exhibitors
# Electrical Service Installation Notice

Pre-ordering your services can save you time and money. Once you're on-site, please be sure to check in with the Javits electrical foreman when you are ready for installation of your electrical services. It's a good idea to have a copy of your Service Order form and proof of "sent confirmation" with you. Most electrical foremen are located within the Exhibit Hall in the front of the aisle near the restrooms. Information of location on Crystal Palace and all Concourse Level electrical foremen is available at the Service Center.

If you have questions or require assistance with installation, please call

Electrical Services

212 216-2655

# Jacob K. Javits Convention Center

655 West 34th Street
New York, NY 10001-1188
212-216-2090
www.javitscenter.com

JAVITS CENTER
Marketplace for the World

BIZBASH

2013a

# SERVICE ORDER(S) PAYMENT FORM

STOP **Required for Electrical, Cleaning, Plumbing, and Telecommunication Services** STOP

(No service will be provided without payment and completion of Section 1 & 2 and the return of this form as well as a booth floor plan, where appropriate, and the order form for the specific service required.)

Customers who choose to pay by check or money order must also supply a valid credit card number. Credit Card charges are limited to $10,000 per order/invoice. Any order exceeding $10,000 must be paid by company check. Any balance due during or at the end of the show and does not exceed $10,000 will be billed directly to the credit card number. The Advance rate will only be valid and processed for orders with payment postmarked, faxed or emailed 15 days prior to the show opening date. By your signature below, you acknowledge and agree to these terms and authorize JKJCC to bill your credit card. **Personal checks or checks drawn on foreign banks are not accepted.** Failure to follow these instructions will result in a delay in services.

Make checks payable to the **JACOB K. JAVITS CONVENTION CENTER**.
Please return order forms with payment to:
Jacob K. Javits Convention Center
655 West 34th Street
New York, NY10001-1188
Fax: 212-216-4169
Email COMPLETED & SIGNED Service Forms to: services@javitscenter.com

| Show Name: (15243) BIZBASH IDEAFEST | Show Booth: | Show Date(mm/yy): Oct '13 |
|---|---|---|
| Exhibiting Company Name: | | |

## Section 1 (Billing Information)

Billing Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact: _____ Phone: _____ Fax: _____

Contact Signature: _____ Country _____

## Section 2 (Billing Credit Card expiration date must be valid throughout the event listed above)

☐ American Express ☐ MasterCard ☐ Visa ☐ Diners Club

Card Number: _____ Expiration Date: _____/_____ (Month / Year)

Card Holders Name **(Print)**: _____

Card Holders **(Signature)**: _____ Date: _____

Contact: _____ Phone: _____ Fax: _____

## Section 3

☐ Please check here if checks are included. Email Address: _____

**For faster ordering with a confirmation call toll-free 1.877.452.8487**
**or go to www.javitscenter.com**

# Floor Plan Distribution Only

**Use for floor plans ONLY**

**NOTE: Submit a floor plan ONLY to the departments you have ordered services from.**

**All** plans **MUST** include:

Show Name
Company Name
Booth Number or Location

**Electrical:**

Fax: 212.216.4169
Mail: Electrician c/o JKJCC
655 West 34th Street
New York, NY 10001-1188

**Plumbing:**

Fax: 212.216.4169
Mail: Plumber c/o JKJCC
655 West 34th Street
New York, NY 10001-1188

**Telecommunication:**

Fax: 212.216.4169
Mail: Telecommunication Installation c/o JKJCC
655 West 34th Street
New York, NY 10001-1188

**Important Notice:**

* **No** service will be provided without a Service Request Form **AND** a Credit Card on file.

# Javits Center Floor Plan Layout

Please use this form or submit your own form.

Fax this form along with your order forms to 212-216-4169

Check all that apply: _____ Electrical ____Plumbing _____ Telecommunication

Show Name: **(15243) BIZBASH IDEAFEST** Show Dates: **October 2013**

Company Name: _____

Booth Number: _____

JAVITS CENTER
Marketplace for the World

# Jacob K. Javits Convention Center

The following illustrates the choices of lighting fixtures available as listed on the Electrical Service Request Form.

| E82 - 150 Watt Skanda Light | E32 - 120 Watt Clamp-on flood lamp (one bulb)<br>E33 - 120 Watt Gooseneck flood lamp (two bulbs) |
|---|---|
| | |
| E80 - 300 Watt Light Quartz | S85 - 1000 Watt Parcan Light |
| | |

# Jacob K. Javits Convention Center

## Electrical Request Form

JAVITS CENTER
Marketplace for the World
2013a

This Order Form and payment must be postmarked or faxed 15 days prior to show opening date to qualify for Advance Rate. All orders must be submitted with a signed Service Order Payment Form.

Full Name Of Event (15243) BIZBASH IDEAFEST

Month/Year October 2013

Company Name

Booth Number

Event Contact

Email Address

Phone Number

Fax Number

**Advance Rate Deadline: October 15, 2013**

I ALSO AUTHORIZE CHARGING ANY UNPAID BALANCE TO MY CREDIT CARD SUBMITTED ON THE JKJCC PAYMENT POLICY FORM.

SIGNATURE

DATE

| Item# | Description | Quantity | Advance Rate | Standard Rate | Amount |
|---|---|---|---|---|---|
| **110 volt Electric Service Connections ( Lights, Computers & Small Appliances )** | | | | *****Prices subject to change without notice***** | |
| E25 | Up to 500 watts | | $109.00 | $160.00 | |
| E26 | 501 - 1000 watts | | $180.00 | $260.00 | |
| E27 | 1001 - 1500 watts | | $220.00 | $320.00 | |
| | add 25% for 24 hr. service ( use only with above outlets ) | | | | |
| E28 | Multi Box - 4 Outlets ( use only with above outlets; 1 unit per connection ) | | $ 40.00 | $ 60.00 | |
| E29 | Plug Strip - 6 Outlets ( use only with above outlets; 1 unit per connection ) | | $ 40.00 | $ 60.00 | |
| **110 volt Electric Equipment Connections (One Dedicated Line for Heavy Duty Service ONLY - No Multiple Connections Allowed)** | | | | | |
| E30 | 1501 - 2000 watts | | $235.00 | $340.00 | |
| E31 | 2001 - 2500 watts | | $315.00 | $460.00 | |
| | For 208 or 460 volt Service ( add 25% for 24 hr. service ) | | ******SEE ATTACHED PRICE LIST****** | | |
| **FLOOD LIGHTS: JKJCC Equipment only ( Includes labor and Outlet )** | | | | | |
| E32 | One 120 Watt Flood lamp - Clamp On | | $165.00 | $240.00 | |
| E33 | Twin 120 Watt Flood lamp - Goose Neck | | $200.00 | $290.00 | |
| E82 | 150 Watt Skanda Light | | $175.00 | $250.00 | |
| E80 | One 300 Watt Light Quartz | | $180.00 | $260.00 | |
| S85 | 1 - 1000 Watt Parcan ( Floor Plan Required ) * | | $425.00 | $595.00 | |
| | *Any Parcan order received less than 15 days prior to show opening will be subject to standard rate* | | | | |
| | Parcans are NOT allowed in Exhibit Hall 3D and Galleria. Please verify your booth location with Show Management. | | | | |

**These charges DO NOT include labor. Exhibitors may install their own equipment provided the following requirements are met:**
- The booth is no larger than 10 x 10
- The work is done by the exhibiting company's own employee(s)
- No tools or ladders are required or used
- The service order is for 500 watts or less
- No more than 4 lights are being installed

All other installations of exhibitor-owned equipment will require labor. Up to 6 lights: $45.00 charge.
Labor for all other installations will be billed in 1/2 hour increments as set forth below.

LABOR CHARGED IN HALF HOUR INCREMENTS

| | | |
|---|---|---|
| Straight Time | 7:30am to 3pm, Monday through Friday | $120.00 per hour |
| Overtime | All hours other than above and Sat., Sun., and Holidays | $160.00 per hour |
| Move Out Charge | | $145.00 per hour |

Use of manlift $100.00 per hr; $400.00 for 4 hours OR more per day for exclusive use. (Electrical orders only)
***** Taxable Item*** State and Local Taxes will be added**

**Total $**

State and Local Sales Taxes will be added to taxable items

**Floor Plan Required**

See Page 2 for mailing instructions

| JKJCC USE ONLY | JKJCC PAID STAMP | Special Conditions, Materials, and 24-Hour Service |
|---|---|---|
| Received By | | |
| Credit Card Authorization # | | |
| Check # | | |
| Invoice # | | |
| Labor # | | |
| Tracking # | | |
| Customer # | | |
| On-site Customer Signature | | See reverse side for instructions and conditions. |

**For faster ordering with a confirmation call toll-free 1.877.452.8487or go to www.javitscenter.com**

## ELECTRICAL SERVICES REQUEST

SERVICE ORDER INFORMATION

1. Conditions for processing service order forms are:

    a. **Prices subject to change without notice**. PAYMENT AND CREDIT CARD INFORMATION FOR SERVICE MUST ACCOMPANY SERVICE REQUEST. Date payment is received shall determine the applicable rate.

    b. Incomplete information regarding hook-up or power requirement will delay processing.

    c. Booth Number(s) must be identified on face of form.

    d. Desired location of power in booth(s) must be designated. For large booth, attach floor plan.

    e. If third party billing is required, service contract must include company name c/o display house. Display house address and contact name must be indicated on service contract. Payment policy will apply.

2. Credit will not be given for electrical service installed and not used. Services cancelled prior to installation will be subject to cancellation fee.

3. Claims and / or billing disputes will not be considered unless filed by exhibitor prior to close of exposition at the JKJCC Service Desk. Non-receipt of service must be reported to the JKJCC Service Desk prior to close of the day for verification and consideration.

4. Unpaid balances are subject to past due penalties.

5. Returned checks will be subject to a $25.00 fee plus forfeiture of the discount rate for all services ordered.

## IMPORTANT RULES AND REGULATIONS

1. With some exceptions, no one other than a JKJCC electrician can make any electrical connections or install/ remove cable or fixtures. Please consult Show Management or JKJCC personnel for additional information.

2. Unless otherwise noted, all material and equipment furnished by JKJCC for service shall remain the property of JKJCC and shall be removed only by the JKJCC at the show closing.

3. Permanent building utility outlets are not part of booth space and are not to be used by exhibitors.

4. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits is prohibited.

5. All exhibitors' cords must be of the three-wired type. All exposed non-current-carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.

6. All electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.

7. Electrical power for lights and displays will be turned on one hour prior to show opening and turned off at show closing.

8. Unless otherwise directed, JKJCC installers are authorized to cut floor coverings to permit installation of service.

9. JKJCC is not responsible for voltage fluctuation or power failure because of temporary conditions.

10. All electrical service connections (110V) include one female outlet unless a multibox or plug-in strip is ordered.

**TIPPING IS NOT PERMITTED ANY REQUESTS FROM PERSONNEL FOR GRATUITIES SHOULD BE IMMEDIATELY REPORTED TO JKJCC MANAGEMENT.**

MAKE CHECKS PAYABLE TO THE JAVITS CENTER
Please retain a copy for your records.

**Return with payment to:**
Jacob K. Javits Convention Center
655 West 34th Street
New York, NY 10001-1188

Phone 212.216.2090
Fax 212.216.4169 **(Credit Card Payment Only)**
www.javitscenter.com

JAVITS CENTER
Marketplace for the World
2013a

# Jacob K. Javits Convention Center

## Electrical Voltage Price List and Information

This Order Form and payment must be postmarked or faxed 15 days prior to show opening date to qualify for Advance Rate. All orders must be submitted with a signed Service Order Payment Form.

Full Name Of Event (15243) BIZBASH IDEAFEST Month/Year October 2013

Company Name Booth Number

**Advance Rate Deadline: October 15, 2013**

### 208 Volt & 460 Volt Service
**(Non Taxable)**

**208 Volt Single Phase**

| Item | Amps | Advance Rate | Standard Rate | Quantity |
|---|---|---|---|---|
| S47 | 1-30 | $ 440.00 | $ 640.00 | |
| S48 | 31-60 | $ 640.00 | $ 930.00 | |
| S49 | 61-100 | $ 960.00 | $1390.00 | |
| S30 | 101-200 | $2090.00 | $3030.00 | |
| S31 | 201-400 | $3050.00 | $4420.00 | |

**208 Volt Three Phase**

| Item | Amps | Advance Rate | Standard Rate | Quantity |
|---|---|---|---|---|
| S54 | 1-30 | $ 500.00 | $ 730.00 | |
| S55 | 31-60 | $ 690.00 | $1000.00 | |
| S56 | 61-100 | $ 990.00 | $1440.00 | |
| S32 | 101-200 | $2230.00 | $3230.00 | |
| S33 | 201-400 | $3540.00 | $5130.00 | |

**460 Volt Single Phase**

| Item | Amps | Advance Rate | Standard Rate | Quantity |
|---|---|---|---|---|
| S68 | 1-30 | $ 960.00 | $1100.00 | |
| S69 | 31-60 | $1180.00 | $1330.00 | |
| S70 | 61-100 | $1290.00 | $1440.00 | |
| S71 | 101-200 | $2230.00 | $2790.00 | |
| S73 | 201-400 | $3190.00 | $4420.00 | |

**460 Volt Three Phase**

| Item | Amps | Advance Rate | Standard Rate | Quantity |
|---|---|---|---|---|
| S61 | 1-30 | $1060.00 | $1130.00 | |
| S62 | 31-60 | $1260.00 | $1400.00 | |
| S63 | 61-100 | $1290.00 | $1560.00 | |
| S34 | 101-200 | $2370.00 | $3160.00 | |
| S35 | 201-400 | $3680.00 | $4910.00 | |

Prices include labor to install & remove service to Javit's disconnect point. Additional labor will be required for hook-up of exhibitor equipment. **Add 25% to price(s) for 24-hour service.**

**Grand Total $** _____

### Electrical Power & Multi Box/Plugin Strip Connection

Multi box/Plug in Strip is an extension cord only and requires an Electrical Wattage.

A) All of the Javits electrical watts are SINGLE connections Items E25, E26, E27, E30, E31 on the Electrical Request Form.

B) When ordering Electrical Service and requesting a Multi Box or a Plug in Strip please note the Fire Hazards:
- 1- It is a Fire Hazard to connect more than one Multi Box or Plug in Strip to a single connection.
- 2- It is a Fire Hazard to connect a Multi Box into another Multi Box or a Plug in Strip.
- 3- It is a Fire Hazard to connect a Plug in Strip into another Plug in Strip.

C) Here are some examples on how to include a Multi Box or Plug in Strip:
- 1- If you order one E25, you may order: one Multi Box or one Plug in Strip.
- 2- If you order two E25, you may order two Multi Boxes or two Plug in Strips or one Multi Box with one Plug in Strip.
- 3- If you order one E25 and one E26, you may order: two Multi Boxes or two Plug in Strips or one Multi Box with one Plug in Strip.

If you still require assistance please call our Electricians at (212) 216 - 2655.

****** PLEASE SUBMIT THIS FORM WITH ELECTRICAL REQUEST FORM ******

****** PRICES SUBJECT TO CHANGE WITHOUT NOTICE ******

**For faster ordering with a confirmation call toll-free 1.877.452.8487or go to www.javitscenter.com**

## ELECTRICAL SERVICES REQUEST

SERVICE ORDER INFORMATION

1. Conditions for processing service order forms are:

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    b. Incomplete information regarding hook-up or power requirement will delay processing.

    c. Booth Number(s) must be identified on face of form.

    d. Desired location of power in booth(s) must be designated. For large booth, attach floor plan.

    e. If third party billing is required, service contract must include company name c/o display house. Display house address and contact name must be indicated on service contract. Payment policy will apply.

2. Credit will not be given for electrical service installed and not used. Services cancelled prior to installation will be subject to cancellation fee.

3. Claims and / or billing disputes will not be considered unless filed by exhibitor prior to close of exposition at the JKJCC Service Desk. Non-receipt of service must be reported to the JKJCC Service Desk prior to close of the day for verification and consideration.

4. Unpaid balances are subject to past due penalties.

5. Returned checks will be subject to a $25.00 fee plus forfeiture of the discount rate for all services ordered.

## IMPORTANT RULES AND REGULATIONS

1. With some exceptions, no one other than a JKJCC electrician can make any electrical connections or install/ remove cable or fixtures. Please consult Show Management or JKJCC personnel for additional information.

2. Unless otherwise noted, all material and equipment furnished by JKJCC for service shall remain the property of JKJCC and shall be removed only by the JKJCC at the show closing.

3. Permanent building utility outlets are not part of booth space and are not to be used by exhibitors.

4. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits is prohibited.

5. All exhibitors' cords must be of the three-wired type. All exposed non-current-carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.

6. All electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.

7. Electrical power for lights and displays will be turned on one hour prior to show opening and turned off at show closing.

8. Unless otherwise directed, JKJCC installers are authorized to cut floor coverings to permit installation of service.

9. JKJCC is not responsible for voltage fluctuation or power failure because of temporary conditions.

10. All electrical service connections (110V) include one female outlet unless a multibox or plug-in strip is ordered.

**TIPPING IS NOT PERMITTED ANY REQUESTS FROM PERSONNEL FOR GRATUITIES SHOULD BE IMMEDIATELY REPORTED TO JKJCC MANAGEMENT.**

MAKE CHECKS PAYABLE TO THE JAVITS CENTER
Please retain a copy for your records.

**Return with payment to:**
Jacob K. Javits Convention Center
655 West 34th Street
New York, NY 10001-1188

Phone 212.216.2090
Fax 212.216.4169 **(Credit Card Payment Only)**
www.javitscenter.com

# Jacob K. Javits Convention Center

## Cleaning Request Form

JAVITS CENTER
Marketplace for the World
2013a

This Order Form and payment must be postmarked or faxed 15 days prior to show opening date to qualify for Advance Rate. All orders must be submitted with a signed Service Order Payment Form.

Full Name Of Event (15243) BIZBASH IDEAFEST

Month/Year October 2013

Company Name

Booth Number

Event Contact

Email Address

Phone Number

Fax Number

**Advance Rate Deadline: October 15, 2013**

I AISO AUTHORIZE CHARGING ANY UNPAID BALANCE TO MY CREDIT CARD SUBMITTED ON THE JKJCC PAYMENT POLICY FORM.

SIGNATURE DATE

ALL CLEANING AND JANITORIAL SERVICES MUST BE PERFORMED BY THE JKJCC (minimum charge 100 sq. ft. per booth)

****** Prices subject to change without notice ******

| **Please Indicate Type of Cleaning Required** **TYPE OF FLOOR (check one) ☐ HARD ☐ CARPET** | Advanced Rate/sq.ft. | Standard Rate/sq.ft. | X | Booth sq.ft. | X | Number of Days | = | Amount | JKJCC Use Only |
|---|---|---|---|---|---|---|---|---|---|
| First Day Cleaning Fee **(See Reverse Info)** Cleaning completed in preparation for the first show day | $ 0.23 | $ 0.27 | | | | 1 | = | $ | C60 |
| Show Days Cleaning **(Does Not Include First Day)** Exhibition booth cleaned after each open show day in preparation for the next show day | $ 0.21 | $ 0.24 | | | | | = | $ | C61 |
| Shampoo Booth Carpet | $ 0.40 | $ 0.50 | | | | | = | $ | C62 |

| Periodic Porter Service **(Show Hours Only)** Sweep floor/empty wastebaskets. | | | | | = | $ | C63 |
|---|---|---|---|---|---|---|---|
| | $ 70.00/day | 500-999 | | | = | $ | C64 |
| | $ 94.00/day | 1000-1999 | | | = | $ | C65 |
| Booth over 3500 sq. ft. must order Custom Porter Service | $117.00/day | 2000-3499 | | | = | $ | C66 |

| Custom Porter Service (Minimum charge 2 hours) Sweep floor/empty wastebaskets | Hours of Service | Total Hours | Rate | No. of Porters | No. of Days | = | Amount | |
|---|---|---|---|---|---|---|---|---|
| | | | $ 35.00 per hour | | | = | $ | C49 |

| Hazardous Waste Removal | | Quantity | | | Time/Date Req | Amount | |
|---|---|---|---|---|---|---|---|
| Exhibitors must fill container and supply a MSDS report (SEE REVERSE FOR INFO) | 55 Gal. Drum | | Call for quote | Call for quote | | $ | C51 |

JKJCC USE ONLY

Received By

Credit Card Authorization #

Check #

Invoice #

Labor #

Tracking #

Customer #

On-site Customer Signature

JKJCC PAID STAMP

**Total $**

State and Local Sales Taxes will be added on all items

**See reverse side for instructions and conditions.**

Special Instructions

**Claims will not be considered unless filed by exhibitor prior to close of exposition at the JKJCC Service Desk**

**For faster ordering with a confirmation call toll-free 1.877.452.8487 or go to www.javitscenter.com**

## REQUEST FOR CLEANING SERVICES

SERVICE ORDER FORM

1. Conditions for processing service order forms are:

   a. **Prices subject to change without notice.** PAYMENT AND CREDIT CARD INFORMATION FOR SERVICE MUST ACCOMPANY SERVICE REQUEST. Date payment is received shall determine the applicable rate.

   b. Booth Number(s) must be identified on face of form.

   c. If third party billing is required, service contract must include company name c/o display house. Display house address and contact name must be indicated on service contract. Payment policy will apply.

2. Services cancelled prior to installation will be subject to cancellation fees.

3. Claims will not be considered unless filed by exhibitor prior to close of exposition at the JKJCC Service Desk. Non receipt of service must be reported to the JKJCC Service Desk each show day for verification and consideration.

4. Unpaid balances subject to past due penalties.

EXHIBITOR NOTES

1. FIRST DAY CLEANING ( OPENING DAY ) INCLUDES:

   a. Vacuuming of carpeted areas.
   b. Sweeping of floor covering other than carpeted surfaces.
   c. Damp mopping of floor covering other than carpet. Specify in "Special Instructions" on front.
   d. Wastebasket and trash receptacle emptying.
   e. EXHIBITORS ARE RESPONSIBLE FOR REMOVING PLASTIC CARPET COVERING AND OTHER OBSTRUCTIONS BEFORE CLEANING CAN BE PERFORMED.

2. SHOW DAYS CLEANING ( DOES NOT INCLUDE OPENING DAY )

   3-day show = 2 cleanings, 4-day show = 3 cleanings,
   5-day show = 4 cleanings.

   Show days booth cleaning services include:
   a. Vacuuming of carpeted areas.
   b. Sweeping of floor covering other than carpeted surfaces.
   c. Damp mopping of floor covering other than carpet. Specify in "Special Instructions" on front.
   d. Wastebasket and trash receptacle emptying.

Services will be performed on designated show days after the show closes for the day.

3. PERIODIC PORTER SERVICE

This service is performed during show hours ONLY. Porter will report to booth to empty wastebaskets and sweep once every 2 hours (vacuuming not included). Refusal of service will not be rescheduled or refunded. (Booth 3500 sq ft and over must order Custom Porter Service).

4. CUSTOM PORTER SERVICE

This service is billed at an hourly rate with a 2 hour minimum and performed during show hours ONLY (includes an assigned Porter to stay in booth). Service includes emptying of wastebaskets and sweeping (vacuuming not included). Customer is required to supply in writing hours requested. Refusal of service will not be rescheduled or refunded.

5. HAZARDOUS WASTE REMOVAL

For hazardous waste removal, a copy of the Material Safety Data Sheet (MSDS) report must accompany the containers. MSDS reports can be obtained from the manufacturer. Without the MSDS report the hazardous waste cannot be disposed of without analysis, at an additional cost of $200.00 US dollars.

6. SERVICE POLICY

It is our policy to settle all service, labor and billing disputes as soon as possible. Please report them to the JKJCC Service Desk. If you have questions regarding cleaning services call (212) 216-2090.

IMPORTANT BUILDING REGULATIONS

1. Cleaning will be performed by JKJCC cleaners only.
2. Booth square footage is subject to verification of show management.
3. Disposal of hazardous waste on JKJCC premises is illegal.

**TIPPING IS NOT PERMITTED. ANY REQUESTS FROM PERSONNEL FOR GRATUITIES SHOULD BE IMMEDIATELY REPORTED TO JKJCC MANAGEMENT.**

MAKE CHECKS PAYABLE TO THE JAVITS CENTER
Please retain a copy for your records.

Return with payment to:
Jacob K. Javits Convention Center
655 West 34th Street
New York, NY 10001-1188

Phone 212.216.2090
Fax 212.216.4169 **(Credit Card Payment Only)**
www.javitscenter.com

JAVITS CENTER
Marketplace for the World
2013a

# Jacob K. Javits Convention Center

## Plumbing Request Form

This Order Form and payment must be postmarked or faxed 15 days prior to show opening date to qualify for Advance Rate. All orders must be submitted with a signed Service Order Payment Form.

Full Name Of Event (15243) BIZBASH IDEAFEST

Month/Year October 2013

**Advance Rate Deadline: October 15, 2013**

Company Name | Booth Number

Event Contact | Email Address

Phone Number | Fax Number

I ALSO AUTHORIZE CHARGING ANY UNPAID BALANCE TO MY CREDIT CARD SUBMITTED ON THE JKJCC PAYMENT POLICY FORM.

SIGNATURE | DATE

****** Prices subject to change without notice ******

| | Description | Quantity | Advance Rate | Standard Rate | Amount | JKJCC Use Only | |
|---|---|---|---|---|---|---|---|
| Compressed Air (90 - 100lbs. PSI) Fill in: CFM | Single Outlet (Check Size) ___1/4" ___3/8"___1/2" ___3/4" | | $ 425.00 | $ 600.00 | | | P75 |
| | Add'l. Branch Outlet(s) - Each (Check Size) _1/4" _3/8"_1/2" _3/4" | | $ 135.00 | $ 185.00 | | | P39 |
| Water (40 PSI) Fill in: CFM | Single Outlet (Check Size) ___1/4" ___3/8"___1/2" ___3/4" | | $ 390.00 | $ 540.00 | | | P76 |
| | Additional Branch Outlet(s) - Each | | $ 135.00 | $ 185.00 | | | P44 |
| | Tank Fill and Drain 20 to 500 gal. | | $ 175.00 | $ 205.00 | | | P45 |
| | Each Additional 500 gal. | | $ 60.00 | $ 70.00 | | | P46 |
| Drain | Single Outlet (Check Size) ____1/2" ___3/4" ___1" | | $ 425.00 | $ 600.00 | | | P77 |
| | Additional Drain Connection(s) - Each | | $ 170.00 | $ 225.00 | | | P49 |
| Rentals | Hot Water Heater (6 gal.) (Elec. service included) | | $ 145.00 | $ 190.00 | | | P95 |
| | Sink with Cold Water and Drain | | $ 650.00 | $ 795.00 | | | P50 |
| | Sink with Hot Water Heater (6 gal.) and Drain | | $ 720.00 | $ 875.00 | | | P51 |
| | | | | | | | |
| | | | | | | | |
| Other Services and Fees | Specialty Gas (Non-flammable) ***** Taxable Item***** | | Call for quotes | | | | P80 |
| | Use of Manifold for Air or Water Distribution (Per service) | | $ 50.00 | $ 60.00 | | | P81 |
| | Overhead Venting (Exhibit Halls 3A, 3B, 3E only) | | Call for quotes | | | | P82 |

LABOR CHARGED IN 1 HOUR INCREMENTS

Minimum charge is 1 hour. **Add 25% to outlet charge for 24-hour service**

| | | |
|---|---|---|
| Straight Time | 7:30am to 3pm, Monday through Friday | $ 87.00 per hour |
| Overtime | 3pm to 7:30am, Monday through Friday, Saturday, Sunday & Holidays | $145.00 per hour |

Special Conditions, Materials, and 24-Hour Service

See reverse side for instructions and conditions.

**Total $**

State and Local Sales Taxes will be added to taxable items

| JKJCC USE ONLY | JKJCC PAID STAMP |
|---|---|
| Received By | |
| Credit Card Authorization # | |
| Check # | |
| Invoice # | |
| Labor # | |
| Tracking # | |
| Customer # | |
| On-site Customer Signature | |

**Floor Plan Required**

See Page 2 for mailing instructions

**For faster ordering with a confirmation call toll-free 1.877.452.8487or go to www.javitscenter.com**

## REQUEST FOR PLUMBING SERVICE

SERVICE ORDER INFORMATION

1. Conditions for processing service order forms are:

   a. **Prices subject to change without notice.** PAYMENT AND CREDIT CARD INFORMATION FOR SERVICE MUST ACCOMPANY SERVICE REQUEST. Date payment is received shall determine the applicable rate.
   b. Booth Number(s) must be identified on face of form.
   c. Desired location of plumbing service in booth must be designated. For large booths attach floor plan.
   d. If third party billing is required, service contract must include company name c/o display house name. Display house address and contact name must be indicated on service contract. Payment policy will apply.

2. Credit will not be given for connections ordered or installed and not used. Services cancelled prior to installation will be subject to cancellation fees.

3. Claims will not be considered unless filed by exhibitor prior to close of exposition at the JKJCC Service Desk. Non-receipt of service must be reported to the JKJCC Service Desk prior to close of day for verification and consideration.

4. Unpaid balances are subject to past due penalties.

EXHIBITOR NOTES

1. JKJCC plumbing labor is available for other plumbing work and repairs on a time and material basis. See labor rates on front of form.
2. If you need plumbing service and your booth is in exhibit halls 1D, 1E or the Galleria/River Pavilion call JKJCC first. Plumbing services in those areas is extremely limited.
3. JKJCC can provide specialty bottled gas. This will include supply, delivery, storage and hook-up to equipment. Call first for price quotation. Order and payment must be received 30 days prior to show opening.
4. If your equipment has strict tolerances for water or air temperature, pressure or cleanliness, then you must consider bringing your own regulating devices and filters. JKJCC's utility operating ranges are not as precise as a specialized facility
5. It is our policy to settle all services, labor and billing disputes as soon as possible. Please report them to the JKJCC Service Desk.
6. Compressed air and water for booths is normally turned on one hour before show opening and off at show close.
7. If you have any questions regarding plumbing services, call (212) 216-2233.

IMPORTANT BUILDING REGULATIONS

1. Only JKJCC plumbers shall make service connections. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "house personnel".
2. All plumbing material and equipment furnished by JKJCC for this service shall remain the JKJCC property and shall be removed by the JKJCC at the close of the show.
3. Permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
4. All equipment using water must have inlet and outlet properly tagged.
5. Unless otherwise directed, JKJCC personnel are authorized to cut floor coverings to permit installation of service.
6. Service outlet size will be determined by the volume required.

TIPPING IS NOT PERMITTED. ANY REQUESTS FROM PERSONNEL FOR GRATUITIES SHOULD BE IMMEDIATELY REPORTED TO JKJCC MANAGEMENT.

MAKE CHECKS PAYABLE TO THE JAVITS CENTER
Please retain a copy for your records.

Return with payment to:
Jacob K. Javits Convention Center
655 West 34th Street
New York, NY 10001-1188

Phone 212.216.2090
Fax 212.216.4169 **(Credit Card Payment Only)**
www.javitscenter.com

# Jacob K. Javits Convention Center

## Telecommunications Request Form

JAVITS CENTER
Marketplace for the World
2013a

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Full Name Of Event (15243) BIZBASH IDEAFEST

Month/Year October 2013

Company Name _____ Booth Number _____

Event Contact _____ Email Address _____

Phone Number _____ Fax Number _____

**Advance Rate Deadline: October 15, 2013**

I ALSO AUTHORIZE CHARGING ANY UNPAID BALANCE TO MY CREDIT CARD SUBMITTED ON THE JKJCC PAYMENT POLICY FORM.

SIGNATURE _____ DATE _____

****** Prices subject to change without notice ******

SECTION 1 - WIRED TELECOMM SERVICES (All rentals are for the show plus usage unless otherwise indicated.)

| Item Code | Description | Quantity | Advance Rate | Standard Rate | Amount |
|---|---|---|---|---|---|
| T01 | Single Line Voice | | $ 263.00 | $ 323.00 | |
| T51 | Speaker Phone with Single Line Voice | | $ 300.00 | $ 360.00 | |
| T02 | Multi-Line Voice | | $ 374.00 | $ 434.00 | |
| T08 | Fax Line | | $ 263.00 | $ 323.00 | |
| T07 | Credit Card Line. | | $ 263.00 | $ 323.00 | |
| T06 | Dial Up Modem Line | | $ 300.00 | $ 360.00 | |
| T14 | ISDN BRI (Limited Availability) | | $ 600.00 | $ 701.00 | |

SECTION 2 - INTERNET SERVICES (All internet equipment to be picked up on site at the JKJCC service desk.)

| Item Code | Description | Quantity | Advance Rate | Standard Rate | Amount |
|---|---|---|---|---|---|
| T46 | High Speed EtherNet (Single Connection 1 IPAddress) (See * notes below) | | $1098.00 | $1347.00 | |
| T44 | T1 Service | | $4609.00 | $5530.00 | |
| T45 | Additional IPAddress (See + notes below) | | $ 102.00 | $ 102.00 | |
| T60 | 8 Port Hub Rental | | $ 152.00 | $ 152.00 | |
| T61 | 16 Port Hub Rental | | $ 221.00 | $ 221.00 | |
| T64 | Distance Fee for each line outside the convention venue | | $ 498.00 | $ 498.00 | |

**Notes:**

Prices include labor. For questions about Section 1 and 2 please call (212) 216-5432

+ Must order T1, or other High Speed Internet service

* 1 IPAddress = 1 Terminal on network

LABOR CHARGED IN HALF HOUR INCREMENTS (NON TAXABLE)

| | | |
|---|---|---|
| Straight Time | 7:30am to 3pm, Monday through Friday | $120.00 per hour |
| Overtime | All hours other than above and Sat., Sun., and Holidays | $160.00 per hour |
| Technical Support Labor | | $ 85.00 per hour |

CALLING PLANS (Please check one.) CALL FOR CALL RATES

- ☐ Local Calls (212 & 718) **
- ☐ North America – US/Canada Long Distance **
- ☐ Unrestricted – Local US/Canada International **

** All Plans includes 800 service @ $ 0.25 First 3 minutes / additional minutes local rate applies.

All customers will be subjected to a $50.00 non-return Phone Set fee or a minimum of $500.00 non-return Internet Equipment fee, if all telephone sets or Internet equipment and related materials are not returned to the Telecommunications Service Desk no later than one hour after the official close of the show.

**GRAND TOTAL $** _____

State and Local Sales Taxes will be added on all items

**Floor Plan Required**

See Page 2 for mailing instructions

JKJCC USE ONLY

Received By _____

Credit Card Authorization # _____

Check # _____

Invoice # _____

Labor # _____

Tracking # _____

Customer # _____

On-site Customer Signature _____

JKJCC PAID STAMP

Special Conditions, Materials, and 24-Hour Service

See reverse side for instructions and conditions.

**For faster ordering with a confirmation call toll-free 1.877.452.8487or go to www.javitscenter.com**

## TELECOMMUNICATIONS SERVICES

SERVICE ORDER INFORMATION

1. Conditions for processing service order forms are:
   a. **Prices subject to change without notice.** PAYMENT AND CREDIT CARD INFORMATION FOR SERVICE MUST ACCOMPANY SERVICE REQUEST.
      Date payment is received shall determine the applicable rate.
   b. Booth Number(s) must be identified on face of form.
   c. If third party billing is required, service contract must include company name c/o display house. Display house address and contact name must be indicated on service contract. Payment policy will apply.
   d. Customer should pick up telephone and dialing instructions at the Service Desk.
   e. A time and material charge may be applied to line relocations if not indicated or different from locations shown.
2. Credit will not be given for service installed and not used. Services cancelled prior to installation will be subject to cancellation fee.
3. Claims will not be considered unless filed by exhibitor prior to close of exposition at the JKJCC Service Desk. Non-receipt of service must be reported to the JKJCC Service Desk prior to close of the day for verification and consideration.
4. Unpaid balances are subject to past due penalties.
5. Returned checks will be subject to a $25.00 fee plus forfeiture of the discount rate for all services ordered.
6. Customer's Duties: Customer will be responsible for returning all telephone sets or other Equipment and related materials to the Telecommunications Service Desk no later than one hour after the official close of the show. Customer shall be liable for any loss or damage to the Equipment arising from Customer's negligence, intentional act, unauthorized maintenance, or other cause within the reasonable control of Customer, its representatives, employees, agents, or invitees. In the event of any loss or damage to the equipment for which Customer is liable, Customer shall reimburse JKJCC for the reasonable cost of repair or replacement.
7. All Calling Charges: Customer is responsible for all calling charges made on the hardwire line or lines they order. This is to include local calls, 800/888 calls, long distance calls, directory assistance calls and international calls.
8. Long Distance: Long distance interexchange service will be provided by JKJCC. All arrangements for long distance interexchange service shall be made directly between customer and JKJCC. Billing for such services may be processed by JKJCC. Billing or Other questions related to long distance services should be directed initially to JKJCC at the number shown on the front of this agreement. Usage rates will be billed in addition to standard line rates.

IMPORTANT RULES AND REGULATIONS

Limitation of Liability:

(a) JKJCC's obligations under this Agreement are subject to, and JKJCC shall not be liable for delays, failure to perform, or damage or destruction or malfunction of the Equipment and Service, or any consequences of the above, caused, occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosions, civil disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of anyone other than JKJCC, its representatives, agents or employees, or any other cause beyond JKJCC's reasonable control.

(b) In all situations involving performance or non-performance of Equipment or related programs or Services furnished under this Agreement, the Customer's sole and exclusive remedy and JKJCC's sole and exclusive liability will be (i) the adjustment or repair of the Equipment or replacement of its parts by JKJCC or, at JKJCC's option, replacement of the Equipment or correction of the programming errors, or (ii) if, after reasonable and repeated efforts, JKJCC is unable to install the Equipment or replacementEquipment in good working order, or to restore the same to good working order, or to make programming operate, the Customer shall be entitled to terminate this Agreement and receive a refund equal to the total amount therefore paid by Customer.

(c) IN NO EVENT SHALL JKJCC BE LIABLE TO THE CUSTOMER OR TO ANY OTHER PARTY FOR SPECIAL, COLLATERAL, EXEMPLARY, INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES. SUCH EXCLUDED DAMAGES INCLUDE, BUT ARE NOT LIMITED TO, LOSS OF PROFITS, LOSS OF USE OR INTERRUPTION OF BUSINESS, OR OTHER CONSEQUENTIAL OR INDIRECT ECONOMIC LOSS.

(d) With some exceptions, no one other than a JKJCC electrician can make any connections or install/ remove telecommunication equipment. Please consult Show Management or JKJCC personnel for additional information.

(e) Unless otherwise noted, all material and equipment furnished by JKJCC for service shall remain the property of JKJCC and shall be removed only by the JKJCC at the show closing.

(f) Unless otherwise directed, JKJCC installers are authorized to cut floor coverings to permit installation of service.

(g) JKJCC is not responsible for voltage fluctuation or power failure because of temporary conditions.

Indemnification: Customer hereby assumes liability for and agrees to indemnify, protect, and hold wholly harmless JKJCC and its agents, employees, officers, directors, and any and all successors and assigns, from and against any and all liabilities, obligations, losses, damages, injuries, claims, demands, penalties, actions, costs, and expenses, including reasonable attorney's fees in contract, in tort or otherwise, which result from or arise out of negligence or wrongful use of the Equipment or the Services by the Customer or its representatives, agents, employees, or invitees.

Assignment: JKJCC shall have the right to assign its interest under this Agreement to any other party subsequently providing Equipment and Services to the Building.

Entire Agreement: This Agreement and any attached supplement(s) constitute the entire agreement between the parties hereto and supersedes all prior oral or written discussions or agreements. This Agreement may be amended only by a written agreement executed by both parties.

Governing Law: This Agreement shall be construed under the laws of the State of New York.

TIPPING IS NOT PERMITTED. ANY REQUESTS FROM PERSONNEL FOR GRATUITIES SHOULD BE IMMEDIATELY REPORTED TO JKJCC MANAGEMENT.

MAKE CHECKS PAYABLE TO
JACOB K. JAVITS CONVENTION CENTER
Please retain a copy for your records.

Return with payment to:
Jacob K. Javits Convention Center
655 West 34th Street
New York, NY 10001-1188

Phone 212.216.2090
Fax 212.216.4169 **(Credit Card Payment Only)**
www.javitscenter.com

# Jacob K. Javits Convention Center
# Concierge Services

Crystal Palace 212 216-2100 Show Days only

JAVITS CENTER

Marketplace for the World

# Concierge Services

With over 3 million people passing through our doors each year, the Javits Convention Center is New York City's premiere convention space. Our concierge is conveniently located near the convention center's main entrance.

Stop by our Concierge Desk and allow us to provide you with expert guidance and assistance on:

- Javits Amenities
- Restaurant Reservations
- Tourist Attractions
- General New York City Information

Crystal Palace 212 216-2100 Show Days only

# Welcome to Centerplate - Exclusive In-House provider of Food & Beverage for the Javits Convention Center!

**We're pleased to welcome you to Centerplate at the Jacob K. Javits Convention Center!**

As the Javits Convention Center's exclusive in-house caterer and provider of food & beverage for more than two decades, Centerplate is renowned for its impeccable service and superb selection of menus. As a direct result of Centerplate's dedication to excellence, The Javits Center has held the Exclusive Food & Beverage contract for over 20 years.

We offer a full range of menus and items which cater to every taste and budget, from simple snacks to elegant main courses. Centerplate's commitment to superb cuisine and impeccable service has helped the Jacob K. Javits Center to emerge as one of America's foremost convention center complexes.

**Frequently Asked Questions:** to follow are some answers to questions that our clients frequently ask:

**When is the best time to place Catering orders**? It has been our experience, that beginning the process of entering orders at the earliest date possible and then adjusting as needed makes for a smooth and seamless process. The deadline for orders is (14) days prior to show start. Please keep in mind that you are completely able to adjust or cancel any orders up until (7) days prior to the event. As a courtesy, we will do our best to arrange for orders placed on site but there will be a late fee attached.

**What services does Centerplate offer**? *The* Executive chef and his culinary team enjoy designing a wide variety of extraordinary menus inspired by culinary influences from around the world. As a result, they create sophisticated dishes that appeal to ethnic or regional tastes. Each day they prepare Breakfast & Luncheons for 25 -2,000, Breaks for as few as 10 and Elegant Banquets for as many as 5,000.

How do I go about placing orders?

- **Centerplate's catering menus and order forms are now available online to download at: http://www.ezplanit.com/OrderForm.asp?VID=260**
- Please call us directly at 212-216-2400 and our catering Sales Staff will answer all your questions and assist you in placing your catering order
- **Fax your orders to 212.216.2495 or email to Sales:** cpjavitssales@centerplate.com

**What are the food & beverage policies**?

- Centerplate holds the exclusive contract for food & beverage at the Javits Convention Center. NO OUTSIDE FOOD & BEVERAGE IS PERMITTED.
- Orders placed on site**:** Additional orders are always welcome! Please keep in mind that due to heavy activity during show dates, on site orders may take one hour or more to reach you and will incur a late fee charge.
- To confirm your order: We must receive signed contract, BEO and full payment no later than (14) days prior to the first event. If these steps are not completed, your service cannot be confirmed**.**
- Payment Policy: Please remember that Centerplate requires full payment prior to the start of the first service . We accept corporate check, major credit cards and wire transfers.
- Uniformed Wait staff will be assigned and charged as follows:
  **Wait staff rate** is $152 per ((4) hour min**)** **Bartender** $165 **(**required to dispense alcoholic beverages)
  **Disposable service** (1) wait staff per (40) guests **China Service** (1) wait staff per (20) guests
  **Captain Rate** $170 per (4) hour min (1) Captain per (200) guests

**All of us at Centerplate have a true love of hospitality and are committed to making your event a complete success. Please do not hesitate to contact us with any questions. Call our direct line at 212-216-2400. We truly appreciate the opportunity to provide catering for your event. Our goal is - to not only meet – but exceed your expectations!**

Centerplate
655 West 34th Street, New York NY 10001
Phone: 212-216-2400 Fax: 212-216-2495

# CATERING ORDER FORM

Fax completed orders to 212-216-2495 for contract processing.
For questions or to receive a complete menu packet

| BUSINESS (COMPANY) INFORMATION | | | |
|---|---|---|---|
| **COMPANY NAME:** (include both names if different) | | | |
| **BILLING ADDRESS:** | | | |
| **CITY:** | **STATE:** | **ZIP CODE:** | **COUNTRY:** |
| **MAIN COTACT:** | | | |
| **TELEPHONE NUMBER:** | | **CELLPHONE NUMBBER:** | |
| **FAX NUMBER:** | | | |
| **EMAIL ADDRESS:** | | | |

| SITE (VENUE) INFORAMTION |
|---|
| **EVENT/SHOW NAME:** |
| **EVENT DATE(S):** |
| **BOOTH/ROOM NUMBER:** |
| **NUMBER OF GUESTS:** |
| **ONSITE CONTACT:** |
| **ONSITE CONTACT CELLPHONE NUMBER:** |

| DATE OF SERVICE | START TIME/ END TIME | MENU ITEM | QTY | PRICE |
|---|---|---|---|---|
| | | | | $ |
| | | | | $ |
| | | | | $ |
| | | | | $ |
| | | | | $ |
| | | | | $ |
| | | | | $ |

This order is **not confirmed** until you have received a Centerplate contract,
and provided a complete signed contract and payment information

**PRICE SUBJECT TO CHANGE WITHOUT NOTICE***
Uniformed wait staff will be assigned and changed as follows:

- Wait staff rate: $152.00 per (4) hours minimum
- Bartender rate: $165.00 per (4) hours minimum
- Captain rate: $170.00 per (4) hours minimum.

Disposable service requires (1) wait staff per every (40) guests
China service requires (1) wait staff per every (20) guests
(1) Captain required per every (200) guests
Wait staff / bartender required to dispense alcoholic beverages
Bar service will require (1) bartender per every (75) guests

All orders are subject to Centerplate terms and conditions, and must be signed and accompanied by your catering request.
A $35.00 delivery fee will be added to all orders under $50.00 exclusive of admin charge and NYS taxes
$35.00 fee assessed to all orders with a subtotal under $350.00 that are sent in under fourteen (14) days prior to the event. Orders over $350.00; a 10% late fee will be assessed.

**All orders are subject to 8.875% NYS Tax and 21% admin charge**

BIZBASH

# Food and Beverage Sampling Rules

If you plan on serving food and/or beverages at the 2013 BizBash New York IdeaFest, please carefully read the guidelines below.

Centerplate Catering is the exclusive in-house caterer for the Jacob K. Javits Convention Center. **Exhibitors are permitted to serve food and/or beverages in their booths if the products being served are manufactured, produced and sold in the exhibitor's normal day-to-day operations and the intention is to give product samples to attendees from their booth.** This exemption does not apply to donated products.

The restrictions on individual serving amounts are as follows:

**-Food Products: 1 oz serving**
**-Beverage (Non-Alcoholic): 2 oz serving**
**-Beer: 6 oz serving**
**-Wine: 2 oz serving**
**-Spirits: 2 oz serving**

**Please note: If the sample sizes exceed the values listed above, you will be charged a 50% Buy Out fee.**

As there are many variables, we strongly recommend that you contact the Centerplate sales office to seek personal guidance from a Centerplate sales manager. All serving exemptions are at the discretion of Centerplate and must be approved by a Centerplate sales manager.

Please submit the attached food and beverage booth request form via email attachment to jrivera@bizbash.com or fax to 646.638.3601 no later than October 11, 2013. All food and beverage forms will be forwarded to Centerplate and the catering team at Centerplate will have final discretion on what food and beverage displays will be permissible at the show.

To contact Centerplate directly with any questions, please call 212.216.2400.

Thank you!

BIZBASH

# Food and Beverage Sampling Request Form

**Name:** _____

**Booth Name:** _____

**Booth Number:** _____

**Contact Phone:** _____

**Contact Email:** _____

**Description of Food/Beverage Items to Be Served:**

| Quantity | Size | Description |
|---|---|---|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

**Please return this form with attention to Josh Rivera via email attachment to jrivera@bizbash.com or fax to 646.638.3601 by October 11, 2013.**

Visit the FedEx Office and Print Center at the Javits Convention Center located on Level 3 next to Hudson News, close to the 37th Street entrance.

We have solutions for any event – large or small.

Take the hassle out of event planning. Let us take care of the details, from producing materials to document services and shipping. We deliver the support and flexibility you need to plan and execute your event. Send your files from home and they will be ready for you when you arrive.

We offer full scale conference support including:

- High volume black and white and color full-service digital printing and copying
- Finishing services
- CD duplication
- Signs/Banners
- Computer work station rental with internet access and printing capabilities
- Fax services – inbound and outbound
- Packing services and supplies
- Outbound Shipping with FedEx Express and FedEx Ground (up to 150 pounds)
- Luggage shipping
- Office supplies
- Short term equipment (computer, copier, fax, printer, scanner) rentals

Please let us know how we can help contribute to the success of your upcoming event.

Roy Haddock
Convention Customer Service Specialist
FedEx Office
FedEx Kinko's is now FedEx Office
917-531-8688
Roy.haddock@fedex.com
Website: www.fedex.com/us/officeprint/conventions

Need an ad hoc meeting place? Want a private place to meet with customers away from the show floor? Need a headquarters for the event? FedEx Kinko's Office and Print Center is ideal. Our Executive Suites and Private Workstations are well suited and fully equipped with all of the office amenities you are accustomed to having at your own office. Each room includes a computer, high speed Internet access, fax machine, printer, as well as a speaker phone - all of which will help you to operate as efficiently and effectively as possible throughout your event. For additional information regarding our rentals and services contact us by phone at 212-216-2900 or via email at usa1280@kinkos.com.

## LIMITED AVAILABILITY

| | | | |
|---|---|---|---|
| Company Name | | Booth | Show Name |
| Billing Name | | | Room Rental Dates |
| Billing Address | | | |
| City, State/Country, Zip | | E-Mail | |
| Contact | | Telephone Number ( ) - | Fax Number ( ) - |
| Credit Card No. | Expiration / | Cardholder Signature (1) | Print / Type Cardholder Name |

*Your signature below is required in order to process this request.*

**Customer Acceptance of Terms and Conditions:**_____ **Date:**_____

**TO PAY BY CHECK MAIL PAYMENT W/ORDER TO:**

| Description of Service | Item | Qty. | Price | Total |
|---|---|---|---|---|
| **1. CONFERENCE ROOMS (Seats 8-10, Includes T-1 Access and All Domestic US Long Distance Calls): For Exhibitor rental only.** | | | | |
| A. Conference Room by the Hour | N-05 | | $ 150.00 | |
| B. Confernce Room by the Day | N-06 | | $ 800.00 | |
| **2. WORKSTATIONS (Private Room - Includes T-1 Access and All Domestic US Long Distance Calls):** | | | | |
| A. Work Station by the 1/2 Hour | N-02 | | $ 20.00 | |
| B. Work Station by the Hour | N-03 | | $ 40.00 | |
| C. Work Station by the Day | N-04 | | $ 300.00 | |
| | | | GRAND TOTAL | |

**TOTAL PAYMENT MUST ACCOMPANY ORDER.**

**FedEx Kinko's**
655 WEST 34TH STREET
NEW YORK, NY 10001
*Credit Card users ONLY may fax order to **212-594-9205***

**FedEx Kinko's USE ONLY** C.C. Authorization #_____ Customer # _____

Received By _____ Check # _____ Invoice # _____ Tracking # _____

# *SuperShuttle / Golden Touch Transportation*

Located at the Jacob K. Javits Convention Center
655 West 34th Street
New York, NY 10001

***SuperShuttle*** offers shared-ride van service to:

**JFK, Newark & La Guardia Airports for $15 + Tax.**

This special offer is provided exclusively for Exhibitors and Attendees traveling to and from the Javits Center when ordered in advance.

**Call:** (800) BLUE-VAN or (800) 258-3826 **Web site:** www.supershuttle.com

**Please refer to the Javits email blast for your discount code.**

**On-site the rate is $17 + Tax.**

Questions?
Email Stan Kravitz at SKravitz@supershuttle.net or reservations@supershuttle.net

12/11

# Jacob K. Javits Convention Center

655 West 34th Street
New York, NY 10001-1188

## *** SPECIAL NOTICE ***

### Shipping Freight - To and From Javits Center

To: **Decorators, Exhibitors and Show Manager**

The Javits Center is increasingly being billed for freight charges owed by show managers, exhibitors and decorating companies. The Center is not liable for these charges and the problem is causing a huge drain on our resources as well as affecting our credit rating. While some of the problems lie with poor record keeping by certain carriers, we have discovered a number of instances in which those responsible for the shipments have not provided the carriers with accurate billing information.

There are a number of steps you can take to make certain that we are not billed for your shipments, such as:

1) When arranging for freight to be shipped to you at the Center, Your full name **MUST** appear on the address and **"c/o"** precedes the Center's address. You **MUST** include your Show and Booth number;
2) When shipping freight from the Center, use your name and address rather than the Center's. The Center's name should only be used if a shipper requires it as the pick-up address;
3) Provide carriers with the shipper's and the receiver's complete name, address, telephone number and account number; and
4) Shipments **MUST** be pre-paid or that the carrier is provided with the accurate account number of the party responsible for payment.

We do not currently maintain records of, or otherwise play a role in, your shipments because we are not a party to your transactions. If these problems persist, however, we will be forced to do so, which will only serve to increase your costs and possibly cause delays in the movement of your goods to and from the Center.

We appreciate your cooperation in this important matter.

Very truly yours,
Jacob K. Javits Convention Center Finance Department

# BIZBASH
# IDEAFEST NY
**October 30, 2013**
**Jacob Javits Convention Center**

**OFFICIAL SUPPLIER**

**Contact Jim Clark**
**609-395-4115**
jclark@nmrevents.com

NMR, 28 Abeel Road, Monroe Twp., NJ 08831 | Email:jclark@nmrevents.com |Fax Number 609.395.7142

**PLEASE ORDER BY: October 23, 2013**

| Equipment | Show Rate | Qty | Sub total |
|---|---|---|---|
| **STANDARD LCD DISPLAYS** | | | |
| 24" Samsung LCD 1080p 16:9 DISPLAY | $150.00 | | |
| 32" SAMSUNG LCD 1080p 16:9 DISPLAY | $250.00 | | |
| 40" NEC MULTEOS™ 1080p LCD 16:9 DISPLAY | $350.00 | | |
| 46" NEC MULTEOS™ 1080p LCD 16:9 DISPLAY | $450.00 | | |
| **LARGE LED DISPLAYS** | | | |
| 70" SHARP 1080p LED 3D 16:9 DISPLAY/TV | $1575.00 | | |
| 80" SHARP 1080p LED 16:9 HD DISPLAY/TV | $2150.00 | | |
| 90" SHARP 1080p LED 16:9 HD DISPLAY/TV | $4000.00 | | |
| **"NEW COMMERCIAL LED DISPLAYS - Ultrathin** | | | |
| SAMSUNG ME-32B 32" Edge-lit LED 1080p HDTV | $250.00 | | |
| SAMSUNG ME-40B 40" Edge-lit LED 1080p HDTV | $350.00 | | |
| SAMSUNG ME-46B 46" Edge-lit LED 1080p HDTV | $600.00 | | |
| SAMSUNG ME-55B 55" Edge-lit LED 1080p HDTV | $750.00 | | |
| SAMSUNG ME-65 65" LED 1080p LED 1080p HDTV | $1350.00 | | |
| **DESKTOP COMPUTER** | | | |
| LENOVO M57e SFF CORE 2 2.6G DESKTOP | $125.00 | | |
| LENOVO M91p SFF i7 2600 4G,320G HD DVD RW | $175.00 | | |
| **APPLE COMPUTER** | | | |
| APPLE MAC MINI CORE 2.4GHz,4G,32G,NVIDIA | $125.00 | | |
| **LAPTOP COMPUTER (HDMI)** | | | |
| LENOVO T61 2.1GHZ,3GB,160G,DVD,CD±RW,802g | $175.00 | | |
| LENOVO TP T520 i5 2.5GHz,4G,500G,WIDE | $225.00 | | |
| LENOVO TP W520 i7 2.2GHz,8G,500G,FULL HD | $275.00 | | |
| **TABLETS** | | | |
| APPLE iPAD2™ 64GB WiFi+G3 9.7" MULTI TOUCH | $125.00 | | |
| | | | |
| | | | |
| | | | |
| | | | |

| Equipment | Show Rate | Qty | Sub total |
|---|---|---|---|
| **SINGLE-TOUCH SCREEN DISPLAYS** | | | |
| 40" NEC MULTEOS™ 16:9 1080p TOUCH SCREEN | $625.00 | | |
| 46" NEC MULTEOS™ 16:9 1080p TOUCH SCREEN | $775.00 | | |
| **MULTI-TOUCH LCD DISPLAYS** | | | |
| 32" PLANAR Multi-Touch HD LCD (2pt) | $700.00 | | |
| 55" NEC P551 1080P LCD Multi-Touch Display (6 pt) | $1600.00 | | |
| 70" NEC 1080p LCD Multi-Touch DISPLAY (6pt) | $5000.00 | | |
| 103" PANASONIC Plasma w/Multi-Touch Overlay (6pt) | $9000.00 | | |
| **"NEW" COMMECIAL LED DISPLAYS *w/* MULTI-TOUCH *6-point OPTION*** | | | |
| H.P. 21.5" LED BACKLIT LCD 1080p Multi-Touch | | | |
| PLANAR PXL2430MW 24" LED 1080p TOUCH (2pt) | $450.00 | | |
| SAMSUNG ME-32B 32" LED 1080p Multi-Touch (6pt) | $600.00 | | |
| SAMSUNG ME-40B 40" LED 1080p Multi-Touch (6pt) | $900.00 | | |
| SAMSUNG ME-46B 46" LED 1080p Multi-Touch (6pt) | $1025.00 | | |
| SAMSUNG ME-55B 55" LED 1080p Multi-Touch (6pt) | $11200.00 | | |
| SAMSUNG ME-65 65" LED 1080p Multi-Touch (2-pt) | $1700.00 | | |
| **FLOOR STANDS** | | | |
| DUAL POST STAND : 32" – 61" w Black Stretch Fabric | $105.00 | | |
| "HEAVY DUTY" DUAL POST STAND: 62"-90" | $175.00 | | |
| **ALL-IN-ONE COMPUTER w/ Touchscreen Display** | | | |
| H.P. TOUCHSMART CORE™2 2.26G,4G,23",LCD | $325.00 | | |
| **SEAMLESS LCD PANEL** | Modular Video Wall | | |
| NEC X461un 46" 720p LCD SEAMLESS PANEL | $850.00 | | |
| | | | |
| **ADDITIONAL ITEMS** | | | |
| Small Sound Pkg- 1 Wireless Mic, Mixer, Pair of Spkrs | $400.00 | | |
| Pair of Jolly Speakers | $150.00 | | |
| DVD Player | $75.00 | | |
| LCD Video Projector | $600.00 | | |
| **BOOTH LIGHTING | CALL FOR PRICING | | |

Please Call for pricing and availability for any equipment not listed on this form

## COMMENTS

**BILLING INFO, ONSITE CONTACT & ORDER TOTALS ON NEXT PAGE**

# ORDER TOTALS

****Order is not confirmed until Confirmation Order # is sent back by NMR ****

| | |
|---|---|
| SHOW CODE (NMR use only) | BIZBASHNY13 |
| Equipment | |
| DELIVERY / PICK-UP MINIUMUM CHARGE | $295.00 |
| Installation /UNION FEE ***To be quoted, if applicable* | |
| SUB-TOTAL | |
| 8.85% SALES TAX | |
| GRAND TOTAL | |

**DELIVERY**

Delivery rate is $295 for all rentals up to $1000. Rentals more than $1000 must be quoted on a per order basis.

**INSTALLATION**

**A representative from your company must be on hand to sign for equipment.** Repeat deliveries and/or pick-ups are subject to an additional charge. Labor charges listed include initial delivery, installation, on-site service, and pick-up at your booth. **DRAYAGE NOT INCLUDED.**

**PAYMENT**

**NMR requires payment in full at the time your order is placed**. Payment includes but is not limited to Equipment Rental, Delivery and Tax.

**CREDIT CARD**

For your convenience, we will use this authorization to charge your credit card for your advance orders and any additional fees incurred as a result of on-site orders placed by your representative(s). These fees include any services provided by NMR, Inc. or charges we incur on your behalf.

**CANCELLATION**

Cancellation of rental equipment and services must be made 48 hours prior to delivery. No refunds will be made for any cancellations made less than 48 hours prior to delivery.

****UNION HANDLING & SET UP FEE *(if applicable)*****

Union fees will be based on local Union Jurisdiction and current rates. Delivery and Pickup times will also determine whether you are charged Straight Time, Overtime or Double Time. . Calculated rate will be sent back with your confirmation.

*Send order to:* NMR Staging & Events
28 Abeel Rd
Monroe Twp, NJ 08831

Or Fax to: (609) 395-7142
(ONLY CREDIT CARD ORDERS MAY BE PLACED BY FAX.)

* Notes: In venues where union participation is necessary, delivery and pickup times may vary depending upon availability of laborers.

## EXHIBITOR INFORMATION

Company Name: _____

Booth #: _____ Booth Location: _____

Ordered by: _____ Phone: _____

Set Up Date: ____/_____/_____ Set Up Time Range : ____:_____ AM PM thru ____:_____ AM PM

Pick Up Date: ____/_____/_____ Pick Up Time Range : ____:_____ AM PM thru ____:_____ AM PM

On-Site Contact Name: _____ On-Site Contact Cell #: _____

Address: _____

City: _____ State: _____ Zip _____

Authorized Signature: _____

## PAYMENT INFORMATION

**(All orders must be confirmed by NMR Confirmation #)**

Company Name: _____

Credit Card Number: _____ Exp. Date: _____/_____/_____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Authorized Signature: _____

Name on Card: _____

Email Address: _____

Ordered by: _____ Phone: _____ Fax: _____

☐ AMERICAN EXPRESS ☐ VISA ☐ MasterCard ☐ DISCOVER NETWORK ☐ Diners Club International

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# The Easiest Way to Capture Leads

Don’t rely on your business card collection to prove ROI on your sponsorship. Use lead scanning directly within the official BizBash event app!

## Reach Attendees Immediately

With DoubleDutch lead retrieval, booth staff can view full attendee profiles immediately after scanning a badge. They can continue to interact with the attendee in the app throughout the rest of the event - long after they have left the booth.

The scanned leads list shows the cumulative company leads scanned for the show, not just for a specific booth staff member. So every exhibitor has a comprehensive list of leads at all times.

## One App, Many Functions

Forget about renting clunky lead scanning hardware. Booth staff can interact with attendees directly in the app, and also use it to scan leads!

## Don’t Rely on WiFi

Badge scanning can be done while online with a cellular or WiFi signal, or offline without a connection. The app uploads your scans as soon as it detects a connection.

## Cost-Effective

Affordable & effective. No booth staff limit.

**Early Bird Pricing:** $100 per exhibitor (before October 1, 2013)

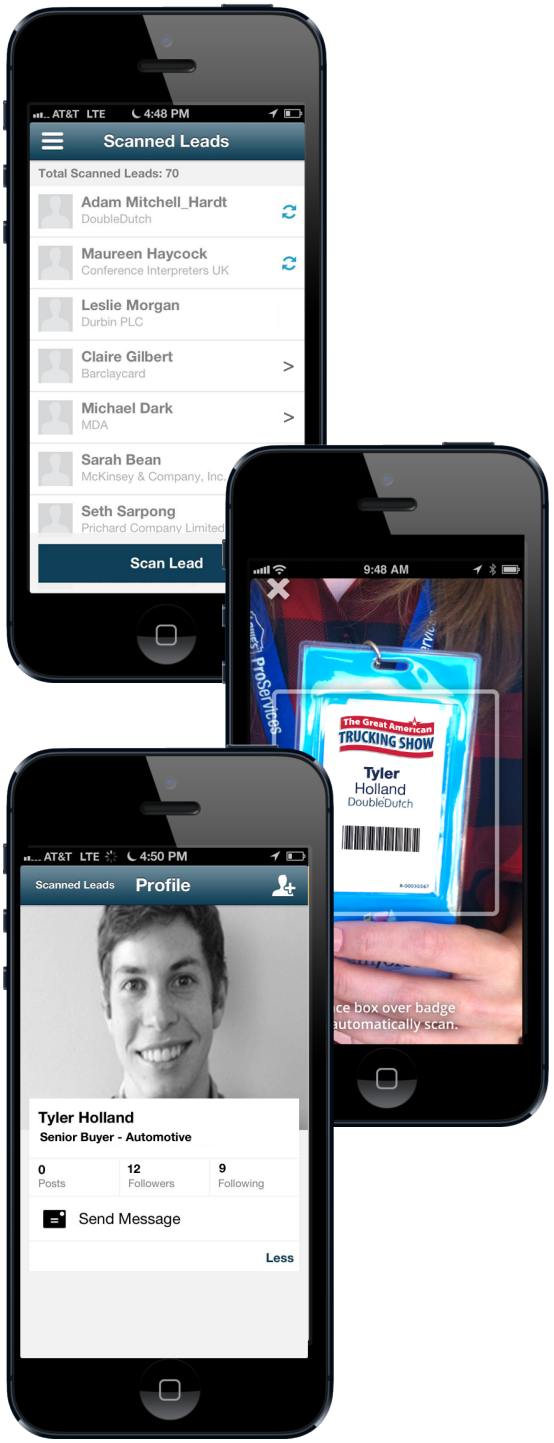
**Standard Pricing:** $180 per exhibitor (on or after October 1, 2013)

# BizBash Badge Scanning

DoubleDutch is providing the BizBash app that attendees use to see the agenda, speakers, exhibitors, and to network with each other.

Using that same app, exhibitors can scan badges and collect leads.

The app runs on Apple iPhone, iPad, and Android devices.




## Step 1: Install the App

The free app is available on the Apple App Store or Google Play stores for download. Search for “BizBash 2013.”

Everyone in your booth staff can install the app.

## Step 2: Register Booth Staff

To enable badge scanning for the event, you must purchase the badge scanning feature.

To ensure that each member of your booth staff has access to scan badges, simply ensure that they are registered as exhibitors for your company.

If there are any problems or to make last minute changes, we will have a help desk set up near registration.

# BizBash Badge Scanning

## Step 3: Scan badges

Open the menu and tap Scan Badge

You will see your list of leads

Tap at the bottom on the Scan Lead button

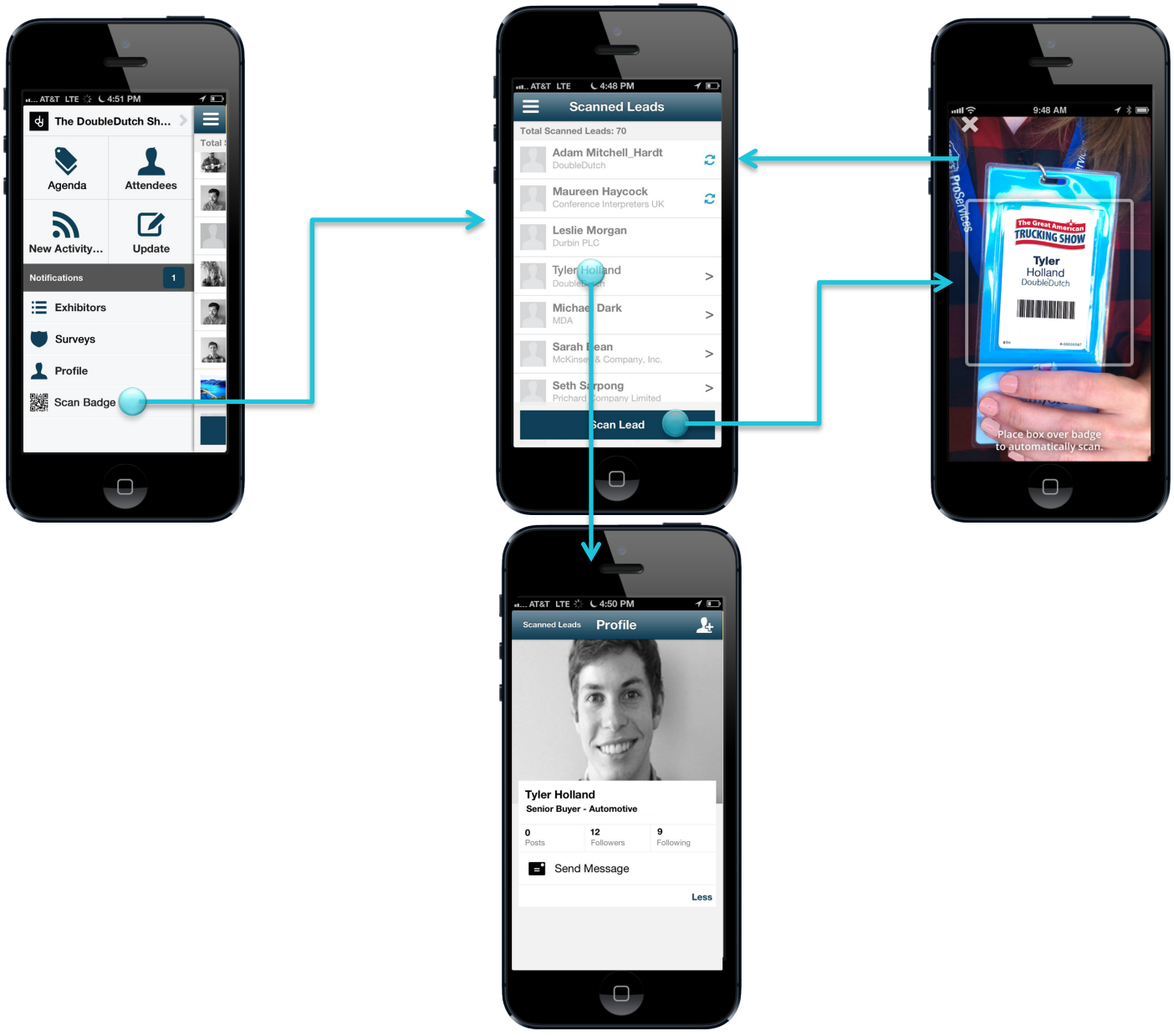
Point the camera at the badge bar code

Your new lead will pop up on the top of the list

## Step 4: View leads

Tap any lead with an arrow to see more details about that lead.

After the event, you will receive your fully detailed lead list in email.



# BizBash Badge Scanning

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## FAQs and Troubleshooting

**What phones and tablets do you support?**
Badge scanning is supported on iPhone, iPad, Android phones and Android tablets. It is not supported on Blackberry or Windows Phone.

**I don't see the Scan Badge menu option**
You may not be identified as an exhibitor booth staff in the system. Contact the event organizer to be added.

**I scanned a badge a few minutes ago but don't see it in the list**
All your colleagues in your booth are contributing to the same lead list. They may have scanned leads more recently that are appearing at the top of the list and bumping yours down lower.

**I can't tap to see the profile of the lead I scanned**
The lead has not created a profile in the app yet so there is no more detail to show. When you get your lead report, there will be full contact information and detail in the report.

**I see duplicate leads in the lead list**
You or another of your booth staff scanned the same person more than once.

**Instead of names, I see numbers in the list**
This can happen for one of two reasons. If you scan a bar-coded badge and your phone does not have connectivity, then the badge number will appear in the list until you have connectivity again. At that point, your phone should connect to the server and the number should be replaced by the full name. It is also possible that you scanned a bar code that is not a badge. In this case, the number will remain on the list because it is not a valid badge number and cannot be found in the database.

**I don't have a voice or a data plan on my device. Can I still use it to scan leads?**
Yes, as long as you can connect to the wireless network, that will work equally well.

**If the network goes down, will I still be able to scan leads?**
Yes. All badges you scan while you have no connectivity will be stored and synched when you have network connectivity again. You don't need to do anything to synch your leads.

**Do I have to be in my booth to scan leads?**
No, scan leads anywhere, any time. Whenever you meet someone interesting, scan their badge!

**Where can I go for more information and help?**
DoubleDutch will have an on-site support desk near registration.

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# Lead Scanning Order Form

The only way to scan leads digitally at BizBash. Purchasing lead scanning by DoubleDutch will activate a feature in the BizBash event app for all booth staff registered for the show.

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Early Bird Pricing (before 10/1/13) - $100
Regular Pricing (on or after 10/1/13) - $150

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**Please fill out the payment information below to complete your order.**

| Credit Card Charge Authorization: | ☐ AMEX | ☐ VISA | ☐ MasterCard | EXP. DATE |
|---|---|---|---|---|
| Account Number | | | | |
| Security Code | | | Visa/Master Card (3 Digits), Amex (4 Digits) | |

Cardholder Printed Name: _____

Cardholder Billing Address: _____

City/State/Zip: _____

*The cardholder named above hereby authorizes BizBash Media to charge my credit card for the actual costs of the services above.

Cardholder Signature: _____

Date: _____

**All completed order forms should be sent to jrivera@bizbash.com or faxed ATTN: Josh Rivera 646.638.3601**